



Shri Shivaji Education Society, Amravati's
Dhanwate National College
Congress Nagar, Nagpur



Established in 1935

College with Potential for Excellence status by UGC, New Delhi
PM-USHA 4.00 Grant for College Strengthening
Re-Accredited 'B+' Grade, CGPA 2.53 by NAAC, Bangalore
Centre of Higher Learning and Research
Institutional Member of APQN, Shanghai



4th Cycle

Assessment & Accreditation by NAAC

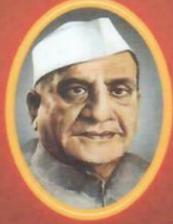
AQAR 2023-2024

CRITERIA VI : GOVERNANCE, LEADERSHIP AND MANAGEMENT



6.2 - Strategy Development and Deployment

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.



**Dr. Panjabrao alias
Bhausaheb Deshmukh**
Founder President



Estd. 1935

Shri Shivaji Education Society, Amravati's (Regd. No. F. 89)
DHANWATE NATIONAL COLLEGE
Congress Nagar, Nagpur.

'College with Potential for Excellence' (C.P.E.) By U.G.C. Delhi
NAAC ACCREDITED 'B+' GRADE, CGPA 2.53
RECOGNISED CENTER FOR HIGHER LEARNING AND RESEARCH
INSTITUTIONAL MEMBER OF ASIA PACIFIC QUALITY NETWORK, SHANGHAI

Hon. Shri Harshwardhan P. Deshmukh
President

Dr. Omraj S. Deshmukh
M.Sc., Ph.D.
Principal

No./DNC /_ 248/2023-2024

Date : 26/12/2023

Self Declaration

This is to certify that, the information, report true copies of the supporting documents, numerical data and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Hence this certificate is issued.

Dr. K. D. Meghe
IQAC Coordinator



Dr. O. S. Deshmukh
Principal

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6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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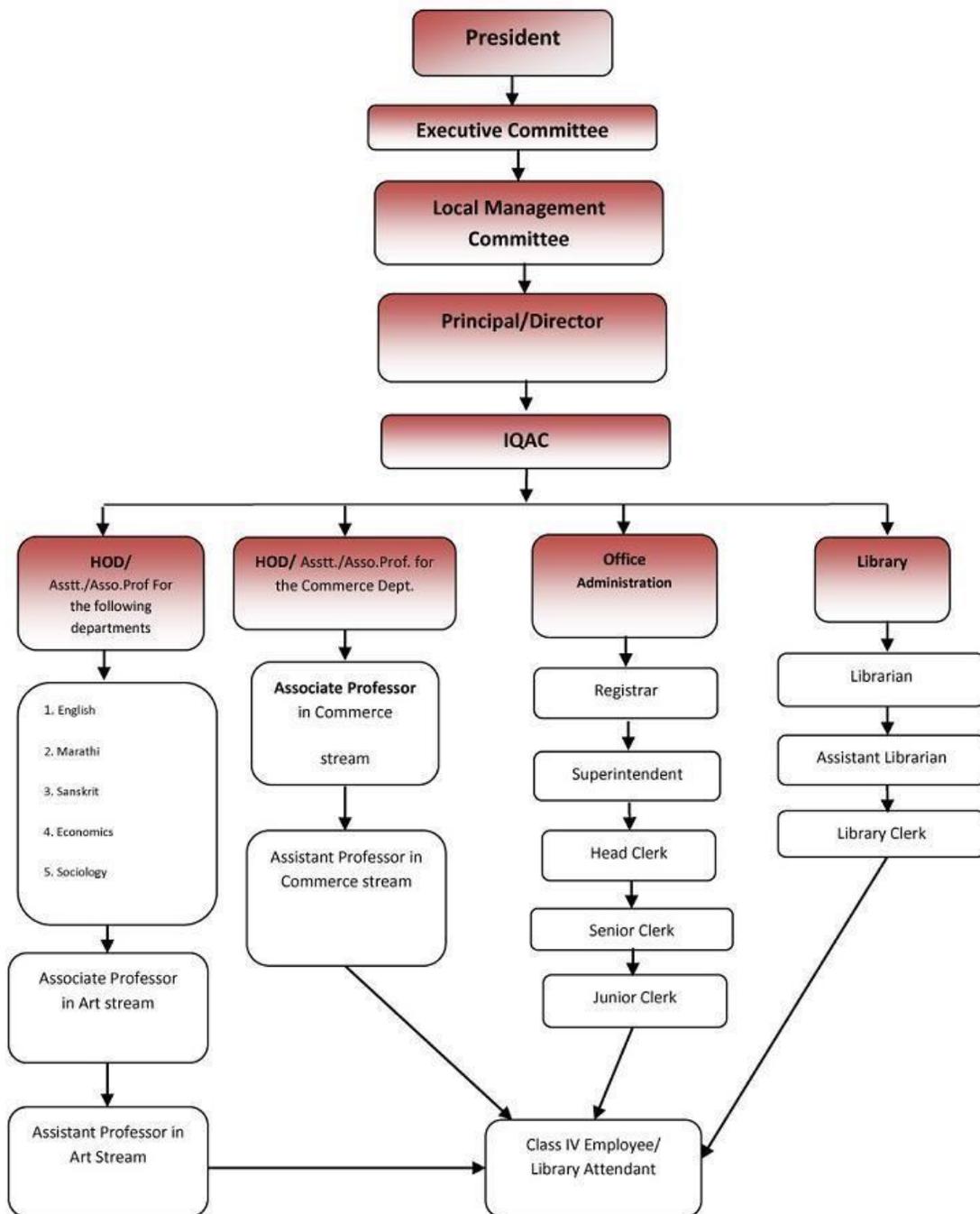
Organogram

Hierarchical Organogram

Shri Shivaji Education Society Amravati's Dhanwate National College, Congress Nagar, Nagpur

Decentralized and Participative Management

The organization chart of the institution aptly depicts the decentralized nature of the management and governance of the institution.



The Management gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The Handbook of Working Committee includes constitution, functions and guidelines and is printed in each academic session and circulated among all staff members.

The participative decision-making ensures total participation of all the stakeholders concerned. The office administration of the College is headed by the Registrar under whom there are Office Superintendents, Head Clerks, Senior Clerks, Junior Clerks and other Class III and Class IV Staff. The Registrar is coordinating the day-to-day activities in consultation with the Principal as and when required. For Self-financed courses, there are Coordinators for each section. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions.

Code of Conduct

REVISED
HAND BOOK
of
CODE OF CONDUCT
&
PROFESSIONAL ETHICS POLICY

{For the Students, Principal, Teaching Staff and Administrative
& Support Staff}

**IQAC, DHANWATE NATIONAL COLLEGE,
NAGPUR (MH)-440012**



Shri Shivaji Education Society, Amravati's

DHANWATE NATIONAL COLLEGE, NAGPUR

(Maharashtra)-440012

(Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)

REVISED

HAND BOOK

of

CODE OF CONDUCT

&

PROFESSIONAL ETHICS POLICY

(Professional Ethics & Code of Conduct for the Students, Principal, Teaching Staff and Administrative & Support Staff)

(2022 onwards)

PREPARED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

DHANWATE NATIONAL COLLEGE, NAGPUR



**REVISED
HAND BOOK
of
CODE OF CONDUCT
&
PROFESSIONAL ETHICS POLICY**

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ISBN NO: 9788193313077



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CODE OF CONDUCT
&
PROFESSIONAL ETHICS POLICY



PUBLISHER

PRINCIPAL

**Shri Shivaji Education Society, Amravati's
DHANWATE NATIONAL COLLEGE, NAGPUR
(Maharashtra)-440012**

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Foreword from the Principal's Desk



Dhanwate National College employs managerial Practices like working through Governing Body, College Council and some special Committees which results into a democratic Decision-Making Mechanism. Various committees functional in the Institute include; Admission Committee, Library Committee, Discipline Committee, Jayanti-Punyatithi Committee, Examination Committee, Women-Cell, Cultural Committee, NSS Committee, Sports Council, Training & Placement Committee.

Few of the programs which are regularly held in the Institute include; Birth & Death Anniversaries of National Heroes, Dr. Panjabrao Deshmukh Jayanti Mahotsava, and public lectures in memory of Late Principal M.M Lanjewar and Founder President Dr. Panjabrao Deshmukh.

The Institute has facilities like; Wi-Fi Internet, Saral Sanskrit Speaking Course, Academic Gallery, Language Lab for English, Personality Development Programs, Communication Skills Development and NET / SET Guidance Centre. The Institute has an independent Research Centre which fosters individual research.

Over the years, the interdisciplinary research activities and students' participation in research has helped in fostering the research aptitude in them. The Institute also encourages Major / Minor Research Projects to be undertaken by the faculty therein.

The Faculty and Administrative Staff benefits from the strong ICT Support like Computers, Laptops, Printers, Overhead / Movable Projector, Smart Boards etc. The faculty has also been provided with welfare schemes like; Credit Co-operative Society, LIC & Medical, Student Welfare Insurance Scheme, Representation on Governing Body, Felicitation, Recognition and Grievance Cell.

The Admission Strategy of Institute is student friendly and transparent. The counselling cell helps the students in selecting suitable courses. Along-with weightage to merit, reservation quota and special quota; the Institute strives towards easing-up the admission procedure. Students are also provided financial assistance and different kinds of scholarships, in fact, as many as fifteen college scholarships are awarded for meritorious students every year.

Our organization is committed to upholding the highest standards of professional conduct and ethical behaviour. The Professional Ethics Policy outlines the principles and guidelines that all employees, contractors, volunteers, and stakeholders are expected to follow in their professional activities. This policy serves as a framework for promoting integrity, honesty, fairness, and responsible behaviour across all aspects of our operations.

The Code of Conduct for the institute serves as a guiding document that outlines the expected behaviour, ethical standards, and principles for all stakeholders involved in the educational community. It sets the tone for a positive and respectful learning environment, emphasizing the values, rights, and responsibilities that define the institute's culture.

The Code of Conduct for the institute serves as a cornerstone of the educational community, providing guidelines and principles for behaviour and ethical standards. It shapes the institute's culture, values, and expectations, fostering a positive learning environment and preparing individuals to contribute meaningfully to society. The Code of Conduct reflects the institute's commitment to excellence, inclusivity, and the holistic development of its members, ultimately creating a vibrant and thriving educational community.

A handwritten signature in blue ink that reads "O.S. Deshmukh". The signature is written in a cursive style with a horizontal line underneath.

Dr. O .S. Deshmukh
Principal/Chairman IQAC

Dhanwate National College, Nagpur

(Affiliated to RTMNU University, Nagpur)

The Institution works with a clear Vision & Mission

Our Vision Statement is:

“ To provide educational opportunities to the underprivileged sections of society, enabling them to become globally competent and responsible citizens of India. We are committed to our vision of 'Education for Masses' for which, we aim to empower individuals, creating a brighter and more inclusive future for everyone.”

Our Mission Statement is:

“ To create a society where marginalized groups have an equal and equitable educational opportunity. We aim to inculcate civic responsibilities in students, by our commitment to education for all. We try to enable students to be globally competent through the implementation of novel teaching methods, as well as promoting an environment conducive to learning.”

**INTRODUCTION TO
PROFESSIONAL ETHICS POLICY
FOR THE INSTITUTE**

INTRODUCTION TO PROFESSIONAL ETHICS POLICY FOR THE INSTITUTE

The Professional Ethics Policy of the Institute is a set of guidelines and principles that outline the expected behaviour and ethical standards for professionals. This policy frame by the professional ethics committee aims to ensure the highest level of integrity, professionalism, and accountability among the institute's members. By adhering to these ethical standards, the institute seeks to maintain its reputation, foster a positive work environment, and uphold its commitment to excellence in all aspects of its operations.

Purpose: The purpose of the Professional Ethics Policy is to provide a framework for ethical decision-making and conduct for all individuals associated with the institute. This includes employees, contractors, volunteers, board members, and any other stakeholders engaged in institute-related activities. The policy serves as a guide to uphold the values and principles that the institute holds dear and helps create a culture of integrity, fairness, and mutual respect.

Scope: This policy applies to all institute members and extends to their interactions within the institute's premises, during institute-sponsored events, and in any other professional capacity related to the institute. It encompasses a wide range of ethical considerations, including but not limited to honesty, confidentiality, conflicts of interest, and respect for diversity, compliance with laws and regulations, and responsible use of resources.

The important parameters associated with professional ethics policy is as under:

- 1. Ethical conduct:** All members of the Institute are required to act in a manner that upholds high standards of integrity for their work. This involves, among other things, honesty, fairness and integrity, respect of the rights and liberties of others as well as retention of competence and objectivity.
- 2. Confidentiality and privacy:** Information obtained during the course of its activities shall be treated confidentially and privately by Institute members. They must take care to handle sensitive information with due regard, but only if they are authorized or required by law.
- 3. Conflict of interest:** Members of the Institute should ensure that there is no conflict and promptly report any possible conflicts. They must be in the best interest of the Institute and not conduct activities which could put their objectivity at risk or give rise to a perception of impropriety.
- 4. Respect for differences and non discrimination:** The Institute promotes a diverse, inclusive environment in which all human beings are treated fairly and impartially. It shall be strictly forbidden to discriminate, harass or impose any form of unjust treatment on grounds of race, sex, age, religion, disability and so forth.
- 5. Compliance with laws and regulations:** The members of the Institute are required to comply with, as a matter of course, any law or regulation concerning their work. It is important for them to keep up to date with the relevant legislation and take appropriate action in accordance with it.
- 6. Responsible Resource Use:** The Institute is committed to ensuring that its members are responsible and efficient with their resources, which include funds, equipment and facilities. Members shall avoid wasting, misuse or unauthorized use of the Institute's resources.
- 7. Reporting ethical concerns:** The Institute encourages all members to report any suspected or observed unethical conduct without fear of reprisal. In the interests of confidentiality and impartiality, the institute shall provide for mechanisms to report, investigate and deal with these concerns.

The Professional Ethics Policy sets forth the institute's commitment to maintaining the highest standards of professional conduct and integrity. By adhering to these ethical principles, institute members contribute to a culture of trust, respect, and accountability. It is the responsibility of every individual associated with the institute to familiarize themselves with this policy and act in accordance with its provisions. Together, we can uphold the institute's reputation and ensure its continued success as a leader in the field.

In conclusion, the Professional Ethics Policy plays a crucial role in promoting a culture of ethical behaviour, integrity, and professionalism within the institute. It sets the expectations for all members and stakeholders, guiding their actions and decisions towards upholding the highest standards of conduct. By adhering to the policy, the institute fosters trust, credibility, and a positive reputation among its stakeholders, contributing to its overall success and excellence.

INTRODUCTION TO
CODE OF CONDUCT FOR THE INSTITUTE

INTRODUCTION TO CODE OF CONDUCT FOR THE INSTITUTE

In ensuring a pleasant and healthy learning environment, the code of conduct in educational establishments has a vital role to play. It gives guidance and principles, for the purposes of ensuring that students, faculty, staff and all members of the campus community are expected to conduct themselves in a manner which leads to acceptable standards of behaviour and ethics.

The significance of a code of conduct is demonstrated by the following key reasons:

- 1. Promoting respect and professionalism:** The Code of Conduct establishes standards of conduct for all members of the Institute, which promote respect, professionalism and ethical conduct. It aims to create a culture of Mutual Respect, Tolerance and Inclusion by clearly defining the expectations for how individuals should interact with each other.
- 2. Ensure security and wellbeing:** The Code of Conduct will help to ensure the safety and security of the environment within the Institute. It shall lay down rules for the protection of health and welfare of persons associated with an Institute, against harassment, discrimination, bullying, violence as well as any form of unlawful conduct. It lays down mechanisms for reporting and redressing infringements in a timely and equitable manner.
- 3. Supporting Academic Integrity:** The fundamental aspect of education is academic integrity. The relevance of honesty, integrity and intellectual property rights is highlighted in the Code of Conduct. It promotes a culture of originality, rigorous thought and an objective evaluation in order to discourage plagiarizing, cheating or all forms of academic dishonesty.
- 4. Fostering accountability and responsibility:** A code of conduct holds individuals responsible for their actions and promotes personal responsibility. In order to ensure the fairness and consistency of discipline proceedings, it highlights the consequences of breaking the Code. It aims at encouraging individuals to take responsibility for their conduct, in order to have a sense of accountability with themselves, other people and the institution.
- 5. Creates a good learning environment:** The Code of Conduct helps to create a positive learning environment because it establishes guidelines for behavior and interactions. This creates an environment of cooperation, empathy and teamwork in order for students to be able to achieve their academic and personal goals. It aims to encourage students, teachers and staff to cooperate in an environment of openness, constructive feedback as well as good engagement.
- 6. The Code of Conduct reflects the core values and ethical standards of the educational institution:** It is intended to communicate the Institute's commitment to integrity, excellence, fairness and social responsibility. It represents a guiding principle to ensure that all individuals align their actions and behavior with the Institute's mission and vision.

The code of conduct is in essence a necessary requirement for the maintenance of order, discipline and an engaging learning environment within education institutions. Its aim is to provide a framework for ethical behaviour, promote respect and professionalism among participants within the educational community as well as contribute to its holistic development.

CODE OF CONDUCT FOR THE STUDENTS

1. CODE OF CONDUCT FOR THE STUDENTS

The Code of Conduct for students establishes a set of guidelines and expectations that promote a safe, respectful, and productive learning environment. It outlines the rights, responsibilities, and ethical standards that students should adhere to during their academic journey. The Code of Conduct serves as a framework for fostering a positive school culture, encouraging personal growth, and nurturing a sense of community among students.

A Code of Conduct for students typically addresses various aspects of student behaviour, including academic integrity, respect for others, responsible use of resources, and participation in extracurricular activities. It aims to instil values such as honesty, fairness, empathy, and accountability, shaping students into responsible and ethical individuals.

The students' code of conduct gives a description of expected behaviour, responsibilities and obligations to be followed. The following are code of conduct for the Institute students:

1. **Respect for Others:** The students should treat other students, faculty members, staff and visitors with respect, dignity and courtesy. We do not tolerate discrimination, harassment, bullying or any form of disrespect.
2. **Academic honesty:** There must be high standards of integrity in the classroom. This will include preventing Plagiarism, Cheating, Unauthorized Cooperation and all forms of deception in the field of education. It is expected that students will submit their own work and give due credit to the efforts of others.
3. **Attendance and punctuality:** In terms of academic achievement and the maintenance of a conducive learning environment, attendance and punctuality shall be taken into account. In accordance with the requirements of the institution, students shall be expected to take courses, seminars and other educational activities.
4. **Professionalism:** Students are to act with due care and professionalism. This shall include the observance of professionals' ethics, in accordance with institutions' rules and regulations as well as their property and resources.
5. **Personal conduct:** On and off campus, students shall behave in a manner that is appropriate. It shall also include not participating in any unlawful activities, disruptive behavior, drug use or behavior that is reprehensible to the Institute.
6. **Dress code:** Students should adhere to the prescribed dress code for their program. This ensures a professional and appropriate appearance in the educational environment.
7. **Use of resources from Institutes:** Students should exercise due care and responsibility in using Institute resources, like libraries and laboratories for their own purposes. It shall be strictly forbidden to abuse, steal or damage the institution's property.
8. **Personal safety and security:** Students should take care of their own personal safety and that of others. They should comply with safety protocols, provide any potential hazard or security concern to authorities of the Institutes and cooperate in emergency situations.

9. **Cyber Ethics:** Responsible and ethical use of technology and online resources should be a student's responsibility. This shall also include respect of intellectual property rights, avoiding cyber bullying or harassment and complying with Internet and computer usage policies laid down by the Institute.
10. **Compliance with institutional policies, rules and regulations:** Students shall have an obligation to respect all institutional policies, rules and regulations. This includes any guidance issued by the Institute on academic policies, disciplinary procedures and other matters.

The Code of Conduct for students serves as a guiding framework for promoting positive behaviour, responsibility, and ethical conduct within educational institutions. By adhering to this code, students contribute to a healthy and respectful learning environment, where everyone can thrive academically and socially. The Code of Conduct encourages personal growth, character development, and the acquisition of essential life skills. It instils values such as respect, integrity, and accountability, preparing students to become responsible citizens and successful individuals in their future endeavours.

In order to be able to comply with its principles, students need to know the specific code of conduct applicable at the Institute. The code of conduct shall serve as a guiding principle for all students in the Institute community to maintain a positive, respectful and safe learning environment.

**1.1 CODE OF CONDUCT FOR
DISCIPLINE AND ANTI-RAGGING
COMMITTEE OF THE INSTITUTE**

CODE OF CONDUCT FOR DISCIPLINE AND ANTI-RAGGING COMMITTEE OF THE INSTITUTE

The Government of India has enacted the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" to address the issue of ragging and promote a safe learning environment for students. These regulations provide a legal framework for preventing, prohibiting, and taking strict action against ragging activities.

A strong code of conduct to prevent and address cases of ragging within the institution needs to be laid down as an Anti Ragging Cell. The Code of Conduct for Anti-Ragging is established by the Anti-Ragging Cell and should be referred by all the newly admitted students of the Institute.

1. Objectives:

- a. The Discipline and Anti-Ragging Committee is responsible for maintaining discipline, ensuring a safe and harassment-free environment, and preventing instances of ragging within the Institute.
- b. The committee aims to promote a culture of respect, inclusivity, and mutual understanding among students.

2. Committee Composition:

- a. The Discipline and Anti-Ragging Committee shall consist of members appointed by the Institute, including faculty members, administrative staff, and student representatives.
- b. The committee shall have a designated Chairperson who will be responsible for overseeing the committee's activities.

3. Responsibilities of the Committee:

- a. The committee shall ensure strict compliance with the Institute's rules and regulations regarding discipline and anti-ragging measures.
- b. The committee should proactively work towards the prevention of ragging incidents by conducting awareness programs, orientations, and educational campaigns.
- c. The committee shall investigate and address any complaints related to ragging promptly, following a fair and transparent process.
- d. It should maintain confidentiality during the investigation and protect the complainants and witnesses from any form of intimidation or retaliation.
- e. The committee should recommend suitable disciplinary actions to the Institute against individuals found guilty of ragging or violating the Institute's code of conduct.

4. Code of Conduct for Students:

- a. Students shall treat fellow students, faculty, and staff members with respect, dignity, and courtesy at all times.
- b. Ragging in any form, whether on or off-campus, is strictly prohibited. Students should not engage in or support any activity that constitutes ragging or harassment.
- c. Students should report any incidents of ragging, bullying, or harassment to the Discipline and Anti-Ragging Committee promptly.
- d. Students shall comply with the instructions and guidelines issued by the committee and cooperate during investigations.

5. Reporting Mechanism:

- a. The committee should establish a well-defined and accessible reporting mechanism, including dedicated helpline numbers, online complaint forms, or in-person reporting options.
- b. Complaints related to ragging or indiscipline should be addressed to the committee within a specified time frame.
- c. The committee should ensure that complainants' identities are kept confidential and provide necessary support and guidance to the individuals reporting incidents.

6. Disciplinary Actions:

- a. The committee shall recommend appropriate disciplinary actions for individuals found guilty of ragging, ranging from warnings and fines to suspension or expulsion from the Institute, depending on the severity of the offense.
- b. The committee may also recommend counseling or rehabilitation measures for students involved in ragging to prevent future occurrences.

7. Awareness Programs:

- a. The committee should organize regular awareness programs, workshops, and seminars to educate students, faculty, and staff members about the consequences of ragging and the importance of maintaining a safe and respectful environment.
- b. Sensitization programs should be conducted at the beginning of each academic year to orient new students about the Institute's policies, code of conduct, and anti-ragging measures.

8. Compliance and Review:

- a. The committee members, as well as the students, faculty, and staff, should strictly adhere to the code of conduct and cooperate with the committee's initiatives.
- b. The code of conduct should be reviewed periodically to ensure its effectiveness, make necessary updates if required, and align with the changing needs and regulations

The Code of Conduct for the Discipline and Anti-Ragging Committee of the institute plays a vital role in ensuring a safe, respectful, and inclusive environment for all members of the institution. By establishing guidelines and standards of behaviour, the committee aims to prevent ragging and maintain discipline within the institute. The Code of Conduct serves as a powerful tool in promoting a culture of respect, fostering a sense of community, and upholding the rights and well-being of every individual.

By implementing and adhering to the Code of Conduct, the Discipline and Anti-Ragging Committee aims to create an environment where every member feels safe, valued, and respected. This promotes a conducive atmosphere for learning, personal growth, and the holistic development of individuals. Ultimately, the committee's efforts and the Code of Conduct contribute to fostering a harmonious and inclusive environment.

It's important to note that the specific provisions and regulations shall be updated over time. It's recommended to refer to the latest official documents and notifications from the concerned government authorities for the most accurate and up-to-date information on the Anti-Ragging Act in India.

**A CODE OF CONDUCT FOR
WOMEN AND GENDER SENSITIZATION
CELL**

1.2 CODE OF CONDUCT FOR WOMEN AND GENDER SENSITIZATION CELL

It serves as a guideline for promoting a safe, inclusive, and respectful environment for all individuals. It outlines the principles, policies, and procedures to prevent and address issues related to gender-based discrimination, harassment, and violence. Here's an example of a Code of Conduct for a Women and Gender Sensitization Cell:

- 1. Purpose and Objectives:** The Women and Gender Sensitization Cell (WGSC) is established to ensure gender equality, promote inclusivity, and prevent any form of discrimination, harassment, or violence based on gender.
- 2. Responsibilities:**
 - a. To create awareness among students, staff, and faculty about gender-related issues and the importance of gender equality.
 - b. To provide a safe and confidential space for individuals to report incidents of gender-based discrimination, harassment, or violence.
 - c. To conduct awareness campaigns, workshops, and training programs on gender sensitization and related topics.
 - d. To support and assist individuals who have experienced gender-based discrimination, harassment, or violence by providing necessary guidance and resources.
 - e. To collaborate with other relevant committees or cells within the Institute to address gender-related concerns.
- 3. Prohibited Conduct:**
 - a. Any form of discrimination, including but not limited to, gender-based discrimination, stereotyping, or biased treatment.
 - b. Any form of harassment, including sexual harassment, verbal abuse, intimidation, or any unwelcome behavior that creates a hostile environment.
 - c. Any form of violence, including physical, emotional, or sexual violence against any individual based on their gender.
 - d. Retaliation against any person who reports an incident or participates in any proceedings related to gender-based issues.
- 4. Reporting Mechanism:**
 - a. WGSC shall ensure the availability of multiple reporting mechanisms, including in-person, online, and anonymous options, to encourage individuals to report incidents.
 - b. Complaints should be handled in a prompt, fair, and confidential manner, with due consideration given to the privacy and well-being of all parties involved.
 - c. WGSC shall maintain appropriate records of all reported incidents and take necessary steps to address the complaints.
- 5. Confidentiality and Non-Disclosure:**
 - a. WGSC members shall maintain strict confidentiality and non-disclosure regarding all complaints and personal information shared during the reporting and investigation process, except as required by law.
 - b. Confidentiality shall be maintained throughout the process, ensuring privacy for all parties involved.

6. Awareness and Training:

- a. WGSC shall conduct regular awareness campaigns, workshops, and training programs to educate the campus community on gender sensitization, preventing discrimination, and addressing gender-based issues.
- b. Training sessions shall be provided to faculty, staff, and students to promote a better understanding of gender-related concerns and the importance of inclusivity.

7. Support and Assistance:

- a. WGSC shall provide necessary guidance, support, and resources to individuals who have experienced gender-based discrimination, harassment, or violence.
- b. The cell shall maintain a network of external agencies, counselors, or support services for referral purposes, if required.

8. Disciplinary Actions:

- a. WGSC shall recommend appropriate disciplinary actions against individuals found guilty of gender-based discrimination, harassment, or violence, in accordance with the Institute's existing policies and procedures.
- b. Disciplinary actions may include warnings, counseling, suspension, termination, or legal action, depending on the severity of the offense.

9. Review and Amendments:

- a. The Code of Conduct shall be reviewed periodically to ensure its effectiveness and relevance.
- b. Amendments to the Code of Conduct may be made by the Institute administration based on the recommendations of WGSC, in consultation with relevant stakeholders.

The Code of Conduct for the Women's and Gender Sensitization Unit is a key instrument to create an inclusive, secure environment where women and other marginalized gender groups can thrive. In line with its principles, all stakeholders can actively participate in the transformation of an educational institution to a place where gender equality, respect for other people and dignity is upheld thereby creating more equitable and just societies.

1.3. PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR RESEARCH SCHOLARS

PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR RESEARCH SCHOLARS

The guiding principles for research scholars' behaviour and conduct are professional ethics and a code of conduct. These ethical principles and guidelines are intended to assure that scholars conduct research in a responsible manner both during the course of their work and when it is being carried out. While specific codes of conduct may differ from field to field, they are all based on the common basic principles which promote transparency, objectivity, respect and responsibility for research practices.

Special aspects of professional ethics and codes of conduct applicable to researchers from a variety of disciplines, such as the trade sector, business administration, humanities or internationalist institutes will be covered within these sections. The researchers will be able to conduct their work in a way that promotes the well being of participants through respect for divergent views, contributing positively to knowledge developments across fields where they are engaged; understand these ethical principles and embrace them.

- 1. Integrity:** In their work, research scientists should maintain the highest standards of integrity. It shall also be responsible for ensuring the accuracy, completeness and transparency in its reports of research results to avoid plagiarizing, fabrication, falsification or any kind of scientific misconduct.
- 2. Respect for participants and subjects:** Research scholars shall respect the rights, dignity and privacy of participants and subjects. They should obtain informed consent, protect the confidentiality and ensure that participants are well taken care of.
- 3. The objectivity of research:** Researchers should endeavour to conduct their work in an impartial manner and avoid personal bias or conflicts of interest which may have a negative impact upon the scientific process, findings.
- 4. Compliance with the rules and ethical guidelines:** Scholars must be made aware of applicable law, regulation or ethics relating to research in their field. They should seek appropriate ethical approvals and authorisations if necessary, in order to ensure compliance with these standards.
- 5. Sustainable use of resources:** Researchers should apply Research Funds, materials and resources in an efficient manner, with due respect to the purpose for which they are applied.
- 6. Coherence and collegiality:** In order to promote a spirit of respect and inclusion between colleagues, mentors, students or anyone associated with the research community, researchers should foster collaboration and collegiality. In the case of contributions and ideas from others, they should give due credit and recognition.
- 7. Lifelong learning and professional development for scholars:** Students should continue to learn, stay up to date with changes in their area, seek out new educational opportunities and develop skills. They should work to disseminate knowledge and mentor the next generation of researchers.
- 8. Responsibility for communication and dissemination:** Scholars must communicate research findings in a manner that is factual, fair and clear so as to avoid misleading or exaggerated claims. For the use of other people's works, they should be bound by intellectual property rights and copyright law.
- 9. Reporting and addressing ethical issues:** Scholars should be careful to recognize and report any ethical problems or research misconduct that they observe. Appropriate procedures and channels for reporting, e.g. the institutional ethics committees or responsibilities in research offices should be followed by them.

The professional ethics and code of conduct for research scholars are essential in upholding the integrity, credibility, and ethical standards of research activities. By adhering to these guidelines, research scholars demonstrate a commitment to responsible and ethical research practices, ensuring the reliability and validity of their findings.

The code of conduct emphasizes principles such as honesty, transparency, respect for intellectual property rights, and adherence to research protocols and guidelines. It promotes academic integrity, discourages misconduct, and encourages the responsible use of research resources and funding.

In conclusion, the professional ethics and code of conduct for research scholars establish a framework for responsible, ethical, and high-quality research. By upholding these principles, research scholars uphold the integrity of their work, contribute to the advancement of knowledge, and maintain the trust and confidence of the scientific community and society at large.

**CODE OF CONDUCT FOR
STUDENTS IN INSTITUTE LIBRARY**

CODE OF CONDUCT FOR STUDENTS IN INSTITUTE LIBRARY

The Code of Conduct for students in the institute library establishes a set of guidelines and expectations to ensure a conducive and respectful environment for learning, research, and studying. The library is a vital resource centre for students, and adhering to this code promotes the responsible and ethical use of library facilities, materials, and resources. It fosters a culture of respect, consideration, and academic integrity within the library premises.

The library serves as a hub for knowledge, information, and study. The Code of Conduct provides students with clear guidelines on how to conduct themselves while utilizing library resources, respecting fellow students, and maintaining the order and tranquillity of the space. It sets the foundation for a positive library experience for all users.

The Code of Conduct for students in the Institute library outlines the expected behaviour and rules that students must adhere to while using the library facilities. Here is a summary of the code:

- 1. Participation:** Library membership shall be available to all staff and students of the Institute.
- 2. Silence:** To maintain a comfortable and peaceful environment for learning, it is necessary to observe silence in the library.
- 3. Personal Belongings:** Students are allowed to have their personal possessions stored on a dedicated shelf that is located in the library.
- 4. Library Timing:** The library is open for students and staff from 08:00 AM to 5:00 PM on working days.
- 5. Misconduct:** Admission or membership may be cancelled and severe discipline imposed on any breach of behavior in a library or study room.
- 6. Non-transferable Cards:** B.T. Cards (presumably library cards) are not transferable
- 7. Entry Register:** Prior to entering the library, each student must sign an entry register.
- 8. Care of books:** Students must handle books carefully to avoid damage or loss.
- 9. Lost books:** If students lose a book, they have to replace it with the same name, author and publisher or pay their fees as fines.
- 10. Condition of borrowed books:** Students should ensure that the book they intend to borrow is in a good state before leaving the issue counter. They bear the responsibility of any loss or failure to return books issued to them.
- 11. Preservation of Books:** It shall be prohibited to lay out, write, fold, tear or deface books in any way.
- 12. Return of Borrowed Books:** Book returns should be made on time or prior to the due date. Failure to do so will result in an overdue charge of Rs. 1 per day for students.

- 13. Returns on holiday:** If the due date is a holiday, returns shall be carried out for the next working day without any penalty being imposed.
- 14. Loss of Borrower's Token:** If students lose their borrower's card, they must report it to the librarian and pay Rs.20 to obtain a new token.
- 15. Final year students:** In order to obtain the "No Due Certificate" necessary to receive the hall tickets for the university examinations, final year students must return the library ticket and the books as specified in the library circular.
- 16. Library Study Room:** Students can utilize the well-equipped library study room between 08:00 AM and 5:00 PM.

The Code of Conduct for students in the institute library sets the standards for behaviour, respect, and responsible use of library resources. Adhering to this code promotes a harmonious and productive environment where all students can benefit from the library's offerings.

By respecting fellow students, handling library materials with care, maintaining order, and upholding academic integrity, students contribute to a positive library experience for themselves and others. Ultimately, the Code of Conduct helps inculcate values of respect, responsibility, and ethical conduct, preparing students to become lifelong learners and engaged members of the academic community.

**CODE OF CONDUCT FOR
STUDENTS IN COMPUTER LABORATORY**

CODE OF CONDUCT FOR STUDENTS IN COMPUTER LABORATORY

The Code of Conduct for students in the computer laboratory outlines a set of guidelines and expectations to ensure a productive, respectful, and secure environment for computer-based learning and activities. The computer laboratory is a crucial space where students engage in various academic and research tasks, and adhering to this code promotes responsible and ethical use of computer resources, software, and equipment. It sets the foundation for a positive and efficient computer laboratory experience for all users.

The computer laboratory provides access to technology and resources that support learning, research, and collaboration. The Code of Conduct establishes rules and standards that students must follow to maintain the integrity of the computer systems, protect digital data, and foster a respectful atmosphere conducive to academic work.

The rules and expectations which students must follow as they use computer equipment are set out in the Code of Conduct for a Computer Laboratory. The elements of these codes are as follows:

- 1. Access and usage:** The student's access to the computer lab shall be reserved exclusively for educational purposes. They must be responsible for using the computers and equipment responsibly; avoiding any unauthorized access or misuse.
- 2. Respect for Others:** Other users' rights and privacy in a computer lab should be respected by students. This means that you must refrain from harming other people's files, software or private items.
- 3. Prohibited Activities:** Students should not engage in activities that disrupt the functioning of a computer lab or do anything contrary to any law or institutional policy. This shall include unauthorised or illegal use of technology, including cyber intrusions, dissemination of malicious software and any other form that is contrary to ethical conduct.
- 4. Personal Files and Storage:** Students must keep their work saved to the designated storage device or private account. The student should always back up files and do not store any personal files on lab computers without permission from the concern staff.
- 5. Software and License Compliance:** Students should only use licensed software installed on the lab computers and should not install or use any unauthorized software. They should respect copyright law and compliance with software usage agreements.
- 6. Network usage:** Students should exercise due care when using the Institute's network resources and do not overcompensate for bandwidth or engage in activities that would jeopardise networking security or integrity.
- 7. Lab environment:** A clean and orderly laboratory environment should be maintained by students. They're not supposed to bring food or drinks into the lab, and should properly dispose of any waste.
- 8. Respect for the equipment:** Students should take care with lab equipment such as computers, peripherals and other devices. Laboratory staff or the competent authority should be notified of any damage or malfunction.

9. Time constraints: The length of time student spend using the computer can be limited according to lab capacity and demand. These time constraints should be respected by the students, so that they can take account of others.

10. Reporting problems: The students should immediately communicate with laboratory staff or assigned IT support personnel any technical problem, error in a software program or something that they experience at the computer lab.

The Code of Conduct for students in the computer laboratory promotes responsible, ethical, and efficient use of computer resources, software, and equipment. Adhering to this code helps maintain the integrity of the systems, protects privacy and data, and ensures a productive environment for academic work.

By demonstrating respect for equipment, responsible resource usage, adherence to privacy and copyright laws, and respectful conduct towards others, students contribute to a positive computer laboratory experience for themselves and their peers. Ultimately, the Code of Conduct helps instil values of responsibility, integrity, and digital citizenship, preparing students to utilize technology effectively and ethically in their academic and professional endeavours.

The students shall be involved in the maintenance of a favorable and constructive educational environment through their compliance with the Computer Laboratory Code of Conduct. For students to acquaint themselves with the particular code of conduct provided by their institution, it is important.

CODE OF CONDUCT

FOR STUDENTS IN INSTITUTE CANTEEN

CODE OF CONDUCT FOR STUDENTS IN INSTITUTE CANTEEN

The Institute canteen serves as a communal space where students gather to have meals, socialize, and relax. It is important to establish a code of conduct for students in the canteen to ensure a harmonious and respectful environment for everyone. By adhering to this code, students can contribute to a positive atmosphere and create a pleasant dining experience for themselves and their fellow students.

This code of conduct aims to promote good behaviour, proper etiquette, and responsible use of the canteen facilities which is as follows:

- 1. Respect others:** Treat fellow students, canteen staff, and visitors with respect and courtesy. Avoid engaging in any form of verbal or physical harassment, bullying, or discrimination.
- 2. Wait with patience:** Obey the queue system, waiting for your turn in line. Avoid getting in the way of anything, breaking up lines or creating needless chaos. Be aware of the others who are waiting for their service.
- 3. Maintain cleanliness:** Keep the canteen area clean and tidy. In designated garbage cans, dispose of the trash properly. Do not litter on tables or floors, and do not leave food spills.
- 4. Waste of food:** Be careful about waste of food. In order to minimize food waste, take the amount of food you can eat. Do not take more than you need or leave uneaten food on your tray.
- 5. Follow canteen rules:** Adhere to the rules and guidelines set by the canteen management. These may include restrictions on outside food, specific meal timings, or other regulations. Comply with any requests or instructions from the canteen staff.
- 6. Noise level:** Maintain an appropriate noise level inside the canteen. Avoid shouting, yelling, or creating excessive noise that may disturb others who are studying or working nearby.
- 7. Use of electronics responsibly:** Use electronic equipment such as laptops and mobile phones in a responsible manner. Please don't play loudly music or videos that can interfere with a comfortable environment in the cafeteria.
- 8. Respect the arrangement:** Respect the placement and arrangement of seats in the dining area. Do not keep other people occupied when they need to and prevent them from being able to find a seat. If necessary, you can have tables shared during the peak hours.
- 9. Personal hygiene:** When eating in the dining room, keep your hands and feet clean. Before eating and using the appropriate knives you are given, wipe your hands. Stay away from actions that might compromise the food safety or hygiene standards.
- 10. Report concerns:** If you notice any irregularities, such as food quality issues, unhygienic conditions or conduct of employees, report it to the canteen manager or college authorities so that appropriate measures can be taken.

In conclusion, the code of conduct for students in the Institute canteen is crucial for fostering a respectful and enjoyable environment for everyone. It encourages students to practice good behaviour, observe proper etiquette, and be responsible users of the canteen facilities. By adhering to this code, students contribute to a positive atmosphere, promoting harmony and ensuring a pleasant dining experience for all. Let us uphold these guidelines with respect and consideration, fostering a culture of mutual respect and camaraderie within the canteen, and creating a welcoming space for everyone in the Institute community.

CODE OF CONDUCT

FOR GIRLS STUDENTS IN CAMPUS HOSTEL

CODE OF CONDUCT FOR GIRLS STUDENTS IN CAMPUS HOSTEL

The Code of Conduct for girl's students in the campus hostel is designed to ensure a safe, secure, and comfortable living environment for female students residing on campus. It establishes guidelines and expectations that promote respect, personal well-being, and a sense of community among the hostel residents. The Code of Conduct aims to create a supportive and inclusive atmosphere that enhances the overall living experience for girls in the campus hostel.

The hostel serves as a home away from home for female students, and the Code of Conduct helps create a positive and nurturing environment where they can focus on their studies, personal growth, and social development. It addresses various aspects of hostel life, including safety, privacy, respect for others, and adherence to rules and regulations.

A code of conduct for female students in an institute hostel is typically designed to ensure a safe and respectful living environment. While specific rules may vary depending on the institution, here are some common guidelines which include:

- 1. Respect for Others:** Treat fellow residents, staff, and visitors with respect, kindness, and consideration. Avoid engaging in any form of harassment, discrimination, bullying, or verbal/physical abuse.
- 2. Quiet Hours:** Observe designated quiet hours to maintain a peaceful and conducive living environment for all residents. Keep noise levels to a minimum during these times, especially in common areas and shared spaces.
- 3. Curfew and Access Control:** In accordance with the institutions' policy on curfews and access controls. Follow the designated entry and exit formalities, as well as take care of any restrictions on guests or visitors.
- 4. Responsibility for your own safety:** take care of yourself. When you leave, close your quarters and do not invite strangers to stay with you in the dormitory. Please inform the competent authorities of any suspected activities or security concerns.
- 5. Room Maintenance:** Ensure that your rooms are cleaned, and in good condition. In accordance with the Hostel Administration's guidance on waste disposal, cleaning and any additional set of instructions to be followed.
- 6. Prohibited Items:** Observe the list of prohibited items and substances, such as drugs, alcohol, weapons, or any other materials that may pose a risk to the safety and well-being of residents.
- 7. Protection and boundaries:** Be responsible for other people's privacy and personal space. Don't go into the room of someone else unless they give their permission, and don't abuse or steal any resident's possessions against his will.
- 8. Dress code:** If applicable, comply with the specific dress code guidelines. Given the institution's and local community's culture and societal norms, you must take care of your appearance appropriately.
- 9. Internet and Technology Use:** abide by the guidelines on internet and technology use in boarding houses. Consideration should be given to ethical online behavior, avoid cyber bullying or any illegal behavior and respect the intellectual property rights of others.

10. Compliance with Institute Policies: ensure that you are familiar with and adhere to all of the institute's policies, in particular those which have an impact at the dormitory. This shall cover all rules relating to the conduct of students as well as academic integrity, administrative procedures and any provisions pertaining thereto.

In conclusion, a code of conduct for female students in an institute hostel is designed to ensure a safe, respectful, and harmonious living environment for all residents. It establishes guidelines and expectations regarding behaviour, personal safety, privacy, cleanliness, and compliance with institute policies.

By following the code of conduct, female students can contribute to a positive community and foster a conducive atmosphere for studying and personal growth. It is important for students to familiarize themselves with the specific code of conduct provided by their institution to ensure they are aware of the rules and regulations that apply to them.

**CODE OF CONDUCT FOR
SPORTS FACILITITES
IN THE INSTITUTE CAMPUS**

1.8. CODE OF CONDUCT FOR SPORTS FACILITIES IN THE INSTITUTE CAMPUS

The utilization of sports facilities in an institute encompasses various activities such as badminton, volleyball, football, cricket, table tennis, chess, yoga, and more. To ensure a safe, fair, and enjoyable experience for all participants, it is essential to establish a code of conduct. This code sets the expectations and guidelines for individuals utilizing these sports facilities. By adhering to this code, students can promote sportsmanship, respect, and cooperation while maximizing their engagement in physical activities.

- 1. Respect for Others:** Treat fellow players, coaches, officials, and spectators with respect and courtesy. Avoid engaging in any form of harassment, discrimination, or disrespectful behavior.
- 2. Adherence to Rules:** Familiarize yourself with the rules and regulations of each sport or activity and adhere to them during game play. Understand and follow any specific guidelines or variations set by the institution for each sport.
- 3. Fair Play:** Play the game fairly and ethically, following the principles of fair play. Avoid cheating, diving, intentional fouls, or any other actions that undermine the integrity of the game.
- 4. Safety:** Prioritize the safety of yourself and others. Follow safety guidelines, wear appropriate protective gear when necessary, and report any unsafe conditions or equipment to the appropriate authorities.
- 5. Equipment Handling:** Use sports equipment responsibly and handle it with care. Return equipment to its designated storage area after use and report any damages or malfunctions to the facility management.
- 6. Reservation and Usage:** Respect the reservation system for sports facilities, if applicable. Adhere to the allocated time slots or schedules for each sport and avoid unauthorized or excessive usage.
- 7. Cleanliness and Maintenance:** Keep the sports facilities clean and tidy. Dispose of trash in designated bins and report any maintenance or cleanliness issues to the facility management.
- 8. Cooperation and Teamwork:** Foster a spirit of cooperation and teamwork among players. Respect your teammates, communicate effectively, and support each other during games and practice sessions.
- 9. Spectator Behavior:** If you are a spectator, observe proper etiquette and support the teams or players in a positive and respectful manner. Avoid any disruptive or unsportsmanlike behavior.
- 10. Conflict Resolution:** In case of conflicts or disputes, resolve them amicably and peacefully. Follow the established procedures for conflict resolution as set by the institution or sports facility.

A well-defined code of conduct for the utilization of sports facilities in an institute fosters a positive and inclusive environment for students engaging in various physical activities. By adhering to this code, individuals demonstrate respect for others, fair play, safety consciousness, and a commitment to teamwork. Such a code ensures that sports facilities are utilized effectively, promoting physical well-being, skill development, and a sense of camaraderie among participants. By embracing the principles outlined in the code of conduct, students can maximize their experience in sports activities while upholding the values of sportsmanship and mutual respect.

**1.9 CODE OF CONDUCT FOR
NATIONAL CADET CORPS (NCC)
IN THE INSTITUTE**

1.9 CODE OF CONDUCT FOR NATIONAL CADET CORPS (NCC) IN THE INSTITUTE

The National Cadet Corps (NCC) is a prestigious organization in institutes that aims to develop character, discipline, leadership, and a spirit of service among youth. To ensure the smooth functioning and uphold the values of the NCC, a well-defined Code of Conduct is established. This Code outlines the expectations and guidelines for cadets participating in the NCC program within the institute. It encompasses various aspects such as discipline, uniform, respect, teamwork, and adherence to protocols. By adhering to this Code of Conduct, cadets can embody the principles of the NCC and contribute positively to their personal growth, the institute, and the nation as a whole.

Code of Conduct for National Cadet Corps (NCC) in the Institute:

- 1. Discipline:** Uphold high standards of discipline at all times. Observe and follow the orders and instructions of superiors and trainers without question. Show respect towards authority figures and demonstrate self-discipline in behavior and appearance.
- 2. Punctuality:** Be punctual for all NCC activities, including drills, training sessions, parades, and meetings. Arrive on time and be prepared for the scheduled activities.
- 3. Uniform and Grooming:** Wear the prescribed NCC uniform with pride and ensure it is well-maintained, neat, and clean. Adhere to grooming standards and present a smart appearance in line with NCC regulations.
- 4. Respect for the National Flag and Anthem:** Show utmost respect for the national flag and the national anthem. Stand at attention and observe the appropriate protocols when the flag is raised or the anthem is played.
- 5. Integrity and Honesty:** Demonstrate integrity and honesty in all NCC activities. Uphold the values of truthfulness, trustworthiness, and transparency. Avoid engaging in any form of dishonesty, including cheating or misrepresentation.
- 6. Physical Fitness:** Maintain a high level of physical fitness to meet the demands of NCC training. Engage in regular exercise and follow the prescribed physical training regimen to enhance strength, endurance, and overall fitness.
- 7. Teamwork and Cooperation:** Foster a spirit of teamwork and cooperation among NCC cadets. Work collaboratively with fellow cadets to achieve common goals, support each other, and contribute to the overall success of the unit.
- 8. Leadership and Responsibility:** Develop leadership skills and take responsibility for assigned tasks and duties. Lead by example, inspire others, and exhibit qualities of accountability, initiative, and effective communication.
- 9. Respect for Others:** Treat fellow cadets, instructors, and members of the NCC staff with respect, dignity, and fairness. Avoid any form of harassment, discrimination, or bullying based on gender, race, religion, or other factors.
- 10. Commitment and Loyalty:** Demonstrate unwavering commitment and loyalty to the NCC and its

objectives. Uphold the core values of the NCC, which include unity, discipline, and national service.

- 11. Safety and Security:** Prioritize safety and security during NCC activities. Follow all safety protocols, exercise caution during training exercises, and report any safety concerns or incidents to the appropriate authorities.
- 12. Compliance with Institute Rules:** Comply with the rules and regulations of the institute, including those specific to the NCC. Observe academic requirements, maintain good conduct in the institute premises, and adhere to any additional guidelines or policies set by the institute regarding NCC participation.

The Code of Conduct for the National Cadet Corps (NCC) in the institute provides a framework for cadets to uphold the values of discipline, integrity, respect, and teamwork. By adhering to this code, NCC cadets can develop leadership skills, promote a sense of national pride, and contribute to the overall objectives of the NCC.

The code emphasizes punctuality, uniform and grooming standards, physical fitness, and adherence to protocols related to the national flag and anthem. Furthermore, it emphasizes the importance of respect for others, safety consciousness, and compliance with institute rules. By embodying these principles, NCC cadets can make a positive impact both within the NCC and in society at large.

**1.10. CODE OF CONDUCT FOR
NATIONAL SERVICE SCHEME (NSS)
IN THE INSTITUTE**

1.10. CODE OF CONDUCT FOR NATIONAL SERVICE SCHEME (NSS) IN THE INSTITUTE

The National Service Scheme (NSS) plays a crucial role in instilling a spirit of social service, community development, and national integration among the youth in institutes. To ensure the effective implementation of the NSS program and to uphold its core values, a comprehensive Code of Conduct is established. This Code sets out the guidelines and expectations for NSS volunteers in the institute, outlining their responsibilities and behaviours. The Code emphasizes commitment to service, respect for diversity, professionalism, integrity, and adherence to ethical principles. By adhering to this Code, NSS volunteers contribute meaningfully to the betterment of society, personal growth, and the overall objectives of the NSS program.

Code of Conduct for National Service Scheme (NSS) in the Institute:

- 1. Commitment to Service:** Demonstrate a strong commitment to community service and the objectives of the NSS. Engage in voluntary activities with dedication, enthusiasm, and a spirit of selflessness.
- 2. Respect and Inclusion:** Treat all individuals with respect, regardless of their background, gender, race, religion, or any other characteristic. Embrace diversity and foster an inclusive environment within the NSS.
- 3. Punctuality and Attendance:** Be punctual and attend all NSS activities, including meetings, training sessions, and service projects. Inform the designated NSS coordinator in advance if unable to attend any scheduled events.
- 4. Adherence to NSS Principles:** Uphold the core principles of the NSS, including social service, community development, and national integration. Align your actions with the values and objectives of the NSS.
- 5. Professionalism:** Maintain professionalism in all interactions and activities related to the NSS. Demonstrate ethical conduct, reliability, and a positive attitude while representing the NSS and the institute.
- 6. Integrity and Honesty:** Conduct yourself with integrity and honesty. Avoid engaging in any form of dishonesty, including plagiarism, misrepresentation, or unauthorized use of resources.
- 7. Confidentiality:** Respect the confidentiality of sensitive information or personal details shared during NSS activities. Maintain the privacy of individuals involved in service projects and refrain from disclosing any confidential information without proper authorization.
- 8. Responsible Resource Management:** Utilize the resources provided by the NSS and the institute responsibly. Avoid wastage, misuse, or unauthorized distribution of NSS materials, funds, or equipment.
- 9. Safety and Well-being:** Prioritize the safety and well-being of yourself and others during NSS activities. Follow safety guidelines, assess potential risks, and take necessary precautions to ensure a safe environment.
- 10. Compliance with Institute Rules:** Adhere to the rules and regulations of the institute, including those specific to the NSS. Maintain good conduct within the institute premises and comply with any additional guidelines or policies set by the institute regarding NSS participation.

11. Collaboration and Teamwork: Foster a spirit of collaboration and teamwork among NSS volunteers. Work harmoniously with fellow volunteers, respect diverse perspectives, and contribute positively to group dynamics.

12. Continuous Learning and Reflection: Engage in continuous learning, reflection, and personal development through NSS activities. Seek opportunities for self-improvement, share knowledge and experiences, and actively participate in training and development programs organized by the NSS.

The Code of Conduct for the National Service Scheme (NSS) in the institute sets forth guidelines for volunteers to uphold the values of commitment, respect, integrity, and service. By adhering to this code, NSS volunteers can actively contribute to community development, promote inclusivity, and cultivate a sense of social responsibility.

The code emphasizes punctuality, respect for diversity, professionalism, responsible resource management, and adherence to ethical principles. It also highlights the importance of safety, compliance with institute rules, collaboration, and continuous learning. By embodying these principles, NSS volunteers can make a meaningful and positive impact on society while fostering personal growth and development.

2.1. THE PROFESSIONAL ETHICS

&

CODE OF CONDUCT FOR TEACHING STAFF

(As per UGC Notification-2018)

2. CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHING STAFF, ADMINISTRATIVE & SUPPORT STAFF AND THE PRINCIPAL

THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR TEACHING STAFF

(As per UGC Notification-2018)

INTRODUCTION: - The Institute 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 Institutes and measures for the maintenance of standards in higher education, 2018

Source: <https://www.ugc.ac.in/pdfnews/5323630> *New Draft UGCRegulation-2018*

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct him / her 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 role and responsibilities of teacher and the code of conduct for the same is as below:

- (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 Institute and the university such as: assisting in appraising applications for admission, advising

and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation; and

(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 students 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 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 Endeavour.

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 tuitions 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
- 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.

V. TEACHERS AND ADMINISTRATIVE-SUPPORTIVE STAFF:

Teachers should:

- i) Teachers should treat the Administrative-Supportive 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 Administrative-Supportive 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.

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

THE PROFESSIONAL ETHICS

&

CODE OF CONDUCT

FOR ADMINISTRATIVE & SUPPORT STAFF

THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR ADMINISTRATIVE & SUPPORT STAFF

Professional ethics and a code of conduct are essential for maintaining integrity, professionalism, and ethical standards within any organization, including administrative and support staff. These guidelines outline the expected behaviours and responsibilities of staff members, ensuring that they adhere to ethical principles while carrying out their duties. The professional ethics and code of conduct serve as a roadmap for promoting trust, accountability, and respect within the workplace. This document provides a framework for staff members to navigate ethical challenges, make responsible decisions, and uphold the reputation and values of the organization they represent.

As an Administrative & Support staff, it is essential to adhere to a set of professional ethics and a code of conduct to maintain professionalism, integrity, and respect in the workplace. The following are professional ethics and code of conduct for Administrative-Supportive staff members of the Institute:

- 1. Professionalism:** The professional conduct, appearance and communication of Administrative & Support Staff to colleagues, students, parents and other interested parties shall be maintained at a highly professional level. Commitment, punctuality and dedication to excellence should be followed by them in carrying out their duties.
- 2. Confidentiality:** Sensitive information such as student records, employee data and educational documents are often made available to Administrative & Support staff members. Respecting the confidentiality of such information is essential to prevent it from being made available to unauthorized persons or used for personal gain.
- 3. Respect:** Administrative & Support staff should treat all individuals with respect and dignity, regardless of their positions, gender, race, religion, nationality or any other characteristic. They should ensure that no discriminatory or harassing behavior occurs in the workplace, with a view to fostering positive and equal working conditions.
- 4. Integrity:** In all work, Administrative & Support staff is expected to conduct themselves in a manner of honesty and integrity. They should prevent conflicts of interest and, where appropriate, refrain from carrying out activities that would undermine the confidence or reputation of the institution.
- 5. Accountability:** Administrative & Support staff is to exercise responsibility for their actions and fulfill their duties in a professional manner. They must conduct their activities in an open manner, keep accurate records and be responsible for the resources entrusted to them.
- 6. Compliance with the policies and regulations:** Administrative & Support staff is required to be familiarized with the policy, rules or regulations of the institution they work for. They should take the necessary steps to comply with these guidelines, contributing to an organizational culture of compliance.
- 7. Professional development:** Administrative & Support staff should aim to continuously advance their skills and knowledge. In order to improve their knowledge and skills, they should make use of relevant training programmes, workshops and conferences.
- 8. Collaboration:** For the purpose of promoting a balanced and efficient work environment, Administrative & Support staff should cooperate in an effective manner with their colleagues and other stakeholders. They

should be able to work together as a team, communicate openly and have an open attitude towards supporting each other.

9. The use of resources: Institutional sources, e.g. equipment, supplies and facilities, should be used in an efficient manner by Administrative & Support staff. Such resources should not be used, misappropriated or abused for their own purposes.

10. Ethical decision making: In their day to day work, Administrative & Support staff personnel should be able to carry out sound judgment as well as ethics decisions. When confronted with difficult situations, the best interests of the institution and its stakeholders should be taken into account.

The professional ethics and code of conduct for administrative and support staff play a vital role in establishing and maintaining a strong ethical culture within an organization. By adhering to these guidelines, staff members demonstrate their commitment to upholding high standards of professionalism, integrity, and accountability. These principles create a positive work environment, enhance employee morale, and foster trust among colleagues, clients, and stakeholders.

Embracing the code of conduct not only ensures compliance with legal and regulatory requirements but also contributes to the organizations overall success and reputation. By consistently embodying ethical behaviour and values, administrative and support staff can inspire confidence, promote fairness, and contribute to the achievement of organizational goals.

In order to ensure compliance with these codes of conduct and ethics, members of the Administrative-Supportive Staff should be aware of Code of Conduct and Ethics Guidelines.

CODE OF CONDUCT FOR THE PRINCIPAL

2.3. CODE OF CONDUCT FOR THE PRINCIPAL

The Code of Conduct for the Principal serves as a comprehensive guide to ethical conduct, professional responsibilities, and leadership expectations for the individual holding this esteemed position. It sets the standards for behaviour, integrity, and accountability that the Principal should uphold in their role as the administrative head of the Institute.

The Principal plays an important role in shaping an Institute ethical and moral environment, as the educational leader. Some basic principles and codes of conduct that should be upheld by the Principal are as follows:

- 1. Integrity:** In all business activities, the Principal must behave with integrity, honesty and fairness. In the Institute community they should be role models for good behavior and a culture of trust and respect.
- 2. Professional competence:** Principals should maintain a high level of professional competence and continuously seek to improve their knowledge and skills. They should stay informed about educational research, best practices, and relevant laws and policies.
- 3. Student welfare:** The well being, safety and educational needs of students should be a priority for the Principal. They should also create a supportive and inclusive learning environment that promotes the development of all pupils, from elementary through university.
- 4. Respect for diversity:** The diversity of students, staff, and families in the Institute community should be respected and valued by the Principal. They should encourage inclusion, multiculturalism and equal treatment of all people as well as ensuring their dignity and fairness.
- 5. Confidentiality:** The confidentiality of student and staff information must be maintained by the Principal in compliance with his or her right to privacy. They are required to comply with the applicable legislation on collection, storage and sharing of personal data.
- 6. Professional Relationships:** Professional connections with students, staff, parents and members of the local community should be established and maintained by Principals. They should work to promote open communication, cooperation and teamwork while complying with the proper boundaries as well as preventing conflicts of interest.
- 7. Ethical decision making:** Decisions based on ethics and profession should be made by the Principals. They are expected to seek input from stakeholders, take into account the potential impact of their decisions and be transparent and accountable for their actions.
- 8. Professional conduct:** The Principal should act in accordance with all applicable legislation, regulations and policies relating to education. They shall not act in a way that could compromise their professional integrity or the reputation of the Institute.
- 9. Conflict resolution:** The Principal actors should actively seek a fair, impartial and constructive solution to conflicts and disputes. Dialogues, mediation and other peaceful means of solving conflicts in Institutes should be encouraged.

10. Continuing professional development: In order to improve their knowledge, skills and leadership ability, teachers should be engaged in ongoing professional development activities. In addition, it should promote their staff's professional development and offer opportunities for education and training.

The Code of Conduct for the Principal establishes a framework of ethical principles, professional responsibilities, and leadership expectations that are crucial for effective educational leadership. By adhering to this code, the Principal plays a pivotal role in fostering a positive, inclusive, and conducive learning environment.

Their commitment to integrity, fairness, and transparency ensures that the Institute thrives, students receive quality education, and all stakeholders benefit from a strong and visionary leader. The Code of Conduct for the Principal is essential in promoting excellence, accountability, and a commitment to the overall development of the Institute and its constituents.

**2.4 CODE OF CONDUCT FOR
ALL HEADS/PROGRAM
INCHARGE/PROGRAM-COORDINATORS
OF THE TEACHING DEPARTMENTS
OF THE INSTITUTE**

CODE OF CONDUCT FOR ALL HEADS/PROGRAM INCHARGE/PROGRAM-COORDINATORS

OF THE TEACHING DEPARTMENTS OF COMMERCE & MANAGEMENT, HUMANITIES AND INTER DISCIPLINARY FACULTY OF THE INSTITUTE

The provided code of conduct/code of professional ethics outlines the expectations and responsibilities of the heads, program in-charges, and program coordinators within the educational institution. The code aims to ensure the smooth functioning of the department and promote effective teaching and learning practices. It also emphasizes accountability, communication, and continuous improvement. The code includes the following guidelines:

- 1. Annual Departmental Academic Calendar:** Prepare and adhere to a yearly academic calendar and organize planned events accordingly.
- 2. Program Outcomes, Course Outcomes, and Time Table:** Develop program outcomes, course outcomes, and semester-wise time tables for assigned programs.
- 3. Teaching Plan:** Assist faculty members in preparing semester-wise or subject-wise teaching plans, maintaining copies for reference, and submitting one copy to the Principal.
- 4. Period and Lecture Management:** Ensure efficient management of periods and lectures within the department. **Student Feedback:** Organize student feedback sessions twice a year, analyze feedback forms, and take appropriate measures to address any concerns or difficulties.
- 5. Departmental Meetings:** Conduct regular departmental meetings under the chairmanship of the Principal to plan and decide on programs and activities.
- 6. Permission for Programs and Activities:** Obtain permission from the Principal before organizing any program or activity within the institute.
- 7. Reports Submission:** Submit written reports on completed and incomplete syllabi, unit tests, and other relevant information to the Principal.
- 8. Minutes of Meetings:** Maintain an updated minute's book of departmental meetings and regularly submit it to the Principal.
- 9. Students' Study Circle:** Facilitate the establishment of a Students' Study Circle in each teaching department annually and encourage them to organize departmental programs and activities.
- 10. Holistic Development Programs:** Organize programs for personality development, soft skills development, and communication skills to promote holistic student development.
- 11. Academic Engagement:** Arrange group discussions, debate competitions, and subject seminars using multimedia tools to enhance student engagement.
- 12. Utilization of ICT:** Utilize Information and Communication Technology (ICT) to enhance the teaching-learning process.

- 13. Support for Learners:** Identify and support slow learners through extra or remedial classes, while providing additional guidance to fast learners.
- 14. Industrial or Environmental Study Tours:** Organize study tours and prepare evaluation reports on outcomes and benefits for submission to the Principal.
- 15. Guest Lectures:** Seek permission from the Principal to organize guest lectures on various subjects for the students.
- 16. Student-Centric Programs:** Conduct student-centric programs for overall development, in addition to the programs outlined in the Institute's Annual Calendar.
- 17. Expense Reimbursement:** Submit expense bills to the Administrative Staff Officer for payment from the Principal's office.
- 18. Document Management:** Maintain a well-organized record-keeping system for all program/activity/meeting documents, including photographs, newspaper cuttings, attendance lists, and minutes.
- 19. Provision of Resources:** Provide subject notes, question papers, study materials, and relevant resources to the students.
- 20. Student Grievances and Counseling:** Address student grievances at the department level and provide necessary counseling.
- 21. Reports Submission:** Submit monthly reports of organized programs, activities, and events to the Principal, and an annual consolidated report to the Internal Quality Assurance Cell (IQAC).
- 22. Explanation for Unorganized Activities:** Submit a written explanation to the Principal if any planned program/activity/event could not be conducted, including the cause(s) and necessary signatures.

The Code of Conduct for all Heads of the Teaching Departments of Commerce & Management, Humanities, and Interdisciplinary Faculty plays a vital role in promoting ethical conduct, professionalism, and excellence within these departments. By adhering to the Code of Conduct, the heads of these departments demonstrate their commitment to upholding the institute's values and fostering a positive work environment.

In conclusion, the successful implementation of the Code of Conduct requires the commitment and active participation of the heads of departments. By embracing these principles and following the provided instructions, they contribute to a positive and ethical working environment that promotes the institute's values and enhances its reputation.

**PROFESSIONAL ETHICS AND CODE OF
CONDUCT FOR
RESEARCH SUPERVISORS**

PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR RESEARCH SUPERVISORS

Professional ethics and a code of conduct are not only important for research scholars but also for research supervisors who play a critical role in guiding and overseeing research projects. Research Supervisors shall be responsible for ensuring the conduct of research in an ethical, transparent and consistent manner with established standards. The research scholars are given guidance, mentorship and support in a way that will help them deal with ethical problems while promoting responsible research practices.

The following are the guidelines to be practised by the research supervisors in the research centre:

- 1. Mentorships and guidance:** In order to foster a positive and ethical research environment, researchers should be provided with effective mentoring and guidance by the Research Supervisors. In research, they should be guided by a high standard of integrity, honesty and accountability.
- 2. Ethical oversight:** The supervisory authorities shall be responsible for monitoring the conduct of research and ensuring that it is carried out in accordance with applicable Ethics Guidelines, Regulations and Institutional Policies. In order for scholars to be able to obtain the necessary ethics approval and authorization, they should be guided by them.
- 3. Respect for scholars' rights and well being:** Supervisors are to give due consideration to the rights, dignity and well being of researchers under their guidance. They should foster openness to communication, coherence and mutual respect by creating a favorable and inclusive environment.
- 4. Intellectual Property Rights and Authorship:** Scholars should be taught to understand the IP rights and authorship guidelines by supervisors. They should make it possible for all contributors to receive adequate credit, and scholars are informed about the ethics implications of authorship practices.
- 5. Conflict of interest:** Any conflicts that might arise as part of a research process must be disclosed and managed by supervisors. In identifying and addressing potential conflicts, they should be guided by the need to ensure that this is not detrimental to the integrity or objectivity of research.
- 6. Responsible resource management:** Scholars should be guided by supervisors in the responsible and effective use of research funds, materials and resources. They should make it a priority for researchers to understand the importance of good management of their own resources and help them in ethics decisions on resource allocation.
- 7. Professional development:** By making it easier for researchers to participate in conferences, workshops and similar learning and networking opportunities, supervisors should support the training of research scholars. Within the research group, they should also foster a culture of continuous learning and improvement.
- 8. Responsible disclosure and dissemination:** Scholars should be advised on ethical communication and publication of research findings by supervisors. They should work to promote appropriate publishing practices, ensure a high level of accuracy and transparency with regard to the reports as well as provide guidance for researchers on how they avoid plagiarizing or any form of research misconduct.
- 9. Conflict Resolution:** Supervisors should be trained to deal with conflicts and ethical concerns that may occur during a research process. They should provide training and support to researchers on the resolution of conflicts, dealing with disputes or reporting research misconduct by means of appropriate channels.

In order for research supervisors to carry out their tasks effectively and promote ethical research practices among their scholars, professional ethics and a code of conduct are essential. Supervisors play an important role in building a culture of honesty, trust and accountability within the research community through their adherence to ethics principles and guidance on responsible research practices. In conclusion, the role of research supervisors is very important in developing ethical practices for researchers.

**PROFESSIONAL ETHICS AND CODE OF
CONDUCT FOR EXAM SUPERINTENDENT**

PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR EXAM SUPERINTENDENT

Professional ethics and a code of conduct are vital for exam superintendents who oversee the administration and conduct of examinations. As guardians of academic integrity and fairness, exam superintendents play a crucial role in maintaining the integrity of the examination process and ensuring that all candidates have an equal and unbiased opportunity to demonstrate their knowledge and abilities. Professional ethics and a code of conduct provide a framework for exam superintendents to uphold the highest standards of fairness, confidentiality, and ethical conduct in their roles.

1. Impartiality and Fairness: in the administration or supervision of examinations, exam supervisors should be capable of ensuring that there is a level playing field. In order to ensure a level playing field for all, they should treat each applicant equally and without bias.

2. Confidentiality and security: In order to ensure the integrity of examinations materials such as questions papers, answer sheets or supporting documents, Exam Supervisors should be provided with robust confidentiality and security measures. They should make sure that they do not allow unauthorised access to the examination material and keep it confidential at all times.

3. Compliance with the Regulations and Policies: examiners are to be well informed of relevant legislation, policies and guidance relating to examinations in order to ensure that they comply. They should be familiar with the rules, procedures and instructions of examinations organised by examination boards or education institutions.

4. Professional conduct and decorum: The examination supervisor should demonstrate professional behaviour, as well as high standards of ethics and behaviour in the course of his or her examinations. They must conduct themselves with integrity, show good manners and serve as a role model for applicants and others in the examination process.

5. The prohibition of cheating and malpractice: Exam supervisors are responsible to prevent, detect or address any irregularities in the conduct of examinations. They should introduce adequate measures, such as monitoring, invigilation and adherence to the protocols of examination, with a view to preventing and deterring cheating.

6. Efficient communication and instructions: in order to enable candidates to comply with the rules, expectations or procedures of examination, exam supervisors should be able to provide them with clear and concise guidance. Where necessary, they should be available for answering questions or providing clarification.

7. Conflict of Interest: Exam overseers should prevent any conflict of interest which could jeopardise their impartiality or lead to doubt as to their integrity. The Commission should disclose any potential conflict of interest and take appropriate steps to remedy it, for instance by recusal from decision related to an examination or responsibilities.

8. Professional development: to stay up to date on best practice, emerging trends and changes in examination rules and policies, exam supervisors should be engaged in an ongoing course of training. Opportunities to improve training and skills relating to the management of examinations and ethical issues should be proactively pursued by them.

9. Reporting and dealing with ethical concerns: any detected or suspected breach of ethics or examination irregularity should be promptly reported by exam supervisors. In order to ensure the adoption of appropriate measures aimed at addressing and resolving any problems, they must comply with established procedures for communicating concerns.

10. The respect for diversity and inclusion: educational supervisors should take into account the diversity of applicants, including their ethnic background, cultural or linguistic needs. They should strive to ensure that, as much as possible, an inclusive and supportive atmosphere is created for the examination of candidates with different needs.

Professional ethics and a code of conduct are fundamental for exam superintendents to ensure the integrity, fairness, and confidentiality of the examination process. By adhering to ethical principles, exam superintendents contribute to maintaining the credibility and reputation of the examination system, while providing candidates with a fair and equitable opportunity to showcase their knowledge and skills. Upholding professional ethics and a code of conduct in their roles as exam superintendents strengthens the trust and confidence placed in them by students, institution, and the wider community.

**PROFESSIONAL ETHICS AND CODE OF
CONDUCT FOR EXAM INVIGILATORS**

2.7 PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR EXAM INVIGILATORS

Professional ethics and a code of conduct are of utmost importance for exam invigilators who play a critical role in maintaining the integrity, security, and fairness of examinations. As guardians of academic honesty, invigilators ensure that the examination process is conducted smoothly, free from malpractice, and in adherence to established rules and regulations. Professional ethics and a code of conduct provide invigilators with guidance on their responsibilities, behaviour, and ethical obligations during the examination.

Professional Ethics and Code of Conduct for Exam Invigilators:

- 1. Impartiality and Fairness:** Invigilators shall treat all applicants in the same way with no bias during the examination process, so that fairness is maintained. In the light of their own personal biases and other factors, they should not favor or discriminate against any candidate.
- 2. Confidentiality and security:** To ensure the integrity of examination material, invigilators need to take stringent measures for secrecy and security. They should provide for the secure handling, storage and distribution of examination papers, response scripts as well as any supporting documents.
- 3. Knowledge of the rules and procedures:** Invigilators should have an in depth knowledge of examination rules, procedures or guidelines set out by examinations authorities or educational institutions. They should be familiarized with the particular guidance for each examination and make sure that it is correctly implemented.
- 4. Supervision and prevention of malpractice:** Invigilators have an obligation to be active in controlling, preventing or detecting any form of cheating, negligence or irregularity during the examination. In order to identify and tackle suspicious behavior, unauthorized material or any other irregularities, it is necessary that they be vigilant.
- 5. Professional conduct and decorum:** During examinations, invigilators need to show professional behaviour as well as be courteous and calm. They should be role models for the candidates, showing ethical behavior and protecting the integrity of the examination process.
- 6. Efficient Communication:** Invigilators should give candidates clear and efficient instructions on the tests so as to ensure that they are able to understand the rules, expectations and procedures. They should be able to reply to questions, clarify and respond to the issues raised by applicants during the examination.
- 7. Conflicts of interest:** Invigilators shall be guided to avoid any conflicts of interests that may jeopardize their impartiality or bring doubts about their integrity. They should be made aware of any possible conflicts and take measures to resolve them, for example by recusal from the conduct of invigilance duties on particular candidates or examinations.
- 8. Notifying and dealing with ethics concerns:** Invigilators should notify the relevant authorities immediately of any observation or suspected irregularity in their conduct as well as examinations. In order to ensure that appropriate measures are undertaken for the purpose of addressing and resolving any problems, they should comply with established procedures for sending a report on concerns.
- 9. Professional development:** For the improvement of knowledge and skills related to examination invigilation, inspectors should actively take part in continuous professional development. They should be kept up to date on best practices, emerging trends and changes in examination rules and policies.

10. Consideration of diversity and inclusion: Invigilators should demonstrate respect for the diverse nature of applicants, which include their backgrounds, cultures or needs. They should ensure that candidates are given the widest possible exposure to their different needs, thus creating a friendly and inclusive atmosphere for examination.

Professional ethics and a code of conduct guide exam invigilators in their crucial role of upholding the integrity, security, and fairness of examinations. Adhering to these ethical principles ensures that invigilators maintain impartiality, confidentiality, and professionalism throughout the examination process. By embodying these principles, exam invigilators contribute to the trust and confidence placed in them by candidates, educational institutions, and the wider community, ultimately preserving the credibility and reputation of the examination system.

**3. PROFESSIONAL ETHICS AND CODE
OF CONDUCT FOR
INTERNAL QUALITY ASSURANCE
CELL (IQAC)**

3. PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) plays a vital role in ensuring and enhancing the quality of education and academic processes within an educational institution. To maintain high standards of professionalism and integrity, IQACs often adopt a set of professional ethics and a code of conduct. These guidelines outline the expectations and responsibilities of the IQAC members, ensuring that they adhere to ethical principles and professional standards in their activities.

By establishing and adhering to professional ethics and a code of conduct, the IQAC fosters trust, credibility, and confidence among stakeholders, including faculty, staff, students, and external bodies. It reinforces the institution's commitment to quality, continuous improvement, and the holistic development of its academic programs, contributing to the overall success and reputation of the institution.

Professional Ethics for the IQAC:

1. Integrity:

- a. Conduct quality assurance activities with honesty, transparency, and fairness.
- b. Avoid any form of misrepresentation or manipulation of data or information.
- c. Uphold academic and professional integrity in all interactions.

2. Confidentiality:

- a. Respect the confidentiality of sensitive information and data obtained during quality assurance processes.
- b. Ensure proper storage, handling, and access control of confidential information.

3. Objectivity:

- a. Maintain objectivity and impartiality while assessing and evaluating academic processes and outcomes.
- b. Avoid any conflicts of interest that could compromise the integrity of quality assurance activities.
- c. Base decisions and recommendations on evidence and established criteria.

4. Professional Development:

- a. Engage in continuous professional development to enhance knowledge and skills related to quality assurance practices.
- b. Stay updated with the latest developments and best practices in higher education quality assurance.

5. Respect for Diversity:

- a. Value and respect the diversity of perspectives, experiences, and backgrounds within the academic community.
- b. Treat all individuals with fairness, dignity, and respect, regardless of their gender, race, religion, or other characteristics.

Code of Conduct for the IQAC:

1. Compliance:

- a. Comply with all relevant laws, regulations, and policies governing quality assurance in higher education.
- b. Follow the guidelines and procedures set by regulatory bodies and accreditation agencies.

2. Accountability:

- a. Take responsibility for the quality assurance processes and outcomes.
- b. Provide accurate and reliable information to stakeholders.
- c. Ensure transparency in reporting and documentation.

3. Collaboration:

- a. Foster collaboration and cooperation among stakeholders, including faculty, staff, students, and external agencies involved in quality assurance.
- b. Promote effective communication channels to share information and best practices.

4. Professionalism:

- a. Maintain a professional demeanor in all interactions and communications.
- b. Treat others with courtesy, respect, and professionalism.
- c. Uphold ethical standards and avoid engaging in any behavior that may undermine the credibility of the IQAC.

5. Quality Enhancement:

- a. Strive for continuous improvement in all aspects of academic processes and practices.
- b. Identify areas for enhancement and work collaboratively to implement quality improvements.
- c. Monitor the effectiveness of quality enhancement measures and take corrective actions when necessary.

6. Ethical Research:

- a. Conduct research as part of quality assurance activities following ethical guidelines and ensuring the rights and well-being of participants.
- b. Protect the privacy and confidentiality of research participants.

7. Data Protection:

- a. Safeguard personal data and information obtained during quality assurance processes.
- b. Ensure compliance with data protection regulations and internal data handling policies.
- c. Use data responsibly and only for authorized purposes.

In conclusion, the professional ethics and code of conduct for the Internal Quality Assurance Cell (IQAC) are essential guidelines that ensure integrity, transparency, and professionalism in the quality assurance processes of an educational institution. By adhering to these principles, the IQAC promotes a culture of continuous improvement, accountability, and respect for all stakeholders involved.

In summary, the professional ethics and code of conduct for the IQAC form a foundation of principles and guidelines that ensure professionalism, integrity, and accountability in quality assurance activities. By adhering to these guidelines, the IQAC contributes to the overall success and reputation of the educational institution, reinforcing its commitment to providing quality education and fostering academic excellence.

**4. CODE OF CONDUCT FOR STUDENTS &
FACULTY:**

**USE OF PARKING SPACE & CAMPUS
PREMISES**

4.

The following code of conduct has been established to ensure the efficient and fair utilization of parking spaces and the respectful use of campus premises by both students and faculty members. This code aims to promote safety, maintain order, and foster a harmonious environment within the campus community. It is mandatory for all individuals to adhere to these guidelines.

Parking Regulations:

1.1. Permits: All individuals using parking spaces must obtain a valid parking permit from the designated authority. Permits should be visibly displayed on the vehicle's windshield or dashboard.

1.2. Designated Areas: Vehicles must be parked only in designated parking areas, as indicated by signs or markings. Unauthorized parking in restricted zones, emergency areas, or spaces reserved for specific individuals is strictly prohibited.

1.3. Accessibility: Accessible parking spaces should be exclusively used by individuals with valid disabled parking permits or special authorization.

1.4. Vehicle Maintenance: Vehicles parked on campus should be in proper working condition, registered, and comply with all local traffic laws. Abandoned or inoperable vehicles will be subject to towing at the owner's expense.

1.5. Speed Limit: The posted speed limit must be observed at all times while driving within the campus premises.

Parking Etiquette:

2.1. Courtesy and Respect: Individuals must display courtesy towards other drivers, pedestrians, and campus property. Disruptive or reckless behaviour, such as honking excessively, aggressive driving, or littering, will not be tolerated.

2.2. Parking Space Occupancy: Each vehicle should occupy a single parking space without encroaching on neighbouring spots, walkways, or roadways. Double parking, blocking other vehicles, or obstructing traffic flow is strictly prohibited.

2.3. Loading/Unloading: Loading and unloading activities should be carried out promptly and efficiently without causing inconvenience to others. Flashing hazard lights should be used during these operations.

2.4. Carpooling: Encouragement of carpooling is highly recommended to reduce parking congestion and promote sustainability. Designated carpool parking spaces may be available and should be utilized by those eligible.

Enforcement and Violations:

3.1. Penalties: Violations of the parking regulations may result in fines, warnings, loss of parking privileges, or other disciplinary actions as determined by the institution.

3.2. Reporting Violations: Members of the campus community are encouraged to report any observed parking violations to the designated authority or campus security.

3.3. Appeals: Procedures for appealing parking citations or penalties should be clearly communicated to individuals, and a fair and impartial process should be in place to handle such appeals.

Campus Premises:

4.1. Respect for Property: All students and faculty members should treat campus premises, including buildings, grounds, and facilities, with respect. Vandalism, theft, or any form of damage to property is strictly prohibited.

4.2. Noise Control: Individuals should maintain an appropriate noise level, especially in areas where classes, lectures, or research activities are taking place, to ensure a conducive learning and working environment.

4.3. Waste Disposal: Proper disposal of waste and recycling should be followed in accordance with campus guidelines. Littering or improper waste management is prohibited.

Conclusion:

Adhering to this code of conduct will contribute to a safe, organized, and respectful environment for all members of the campus community. It is the responsibility of students and faculty members to familiarize themselves with these guidelines and comply with them at all times. Any necessary updates or revisions

5. CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE (CDC)

5. CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE (CDC)

The College Development Committee (CDC) plays a vital role in the growth and development of the college. In order to ensure effective functioning and maintain conducive environment within the committee, the following Code of Conduct was resolved in the College Development Committee:

- 1. Professionalism:** All members of the CDC should conduct themselves with utmost professionalism and adhere to ethical standards. They should prioritize the best interests of the college and its stakeholders.
- 2. Commitment:** Members should demonstrate a high level of commitment towards their responsibilities within the committee. They should actively participate in meetings, discussions, and decision-making processes.
- 3. Respect:** Respect for fellow committee members, college staff, and stakeholders is essential. Members should engage in constructive dialogue, listen to diverse perspectives, and value the contributions of others.
- 4. Confidentiality:** Any information or discussions that take place during CDC meetings should be treated with strict confidentiality. Members should not disclose or misuse any confidential information obtained through their involvement in the committee.
- 5. Conflict of Interest:** Members should disclose any potential or actual conflicts of interest that may arise in relation to their involvement in the committee. They should avoid engaging in activities that may compromise the integrity or impartiality of the committee's decisions.
- 6. Accountability:** Members should be accountable for their actions and decisions within the committee. They should fulfill their assigned tasks and responsibilities in a timely and responsible manner.
- 7. Compliance:** Members should comply with all relevant laws, regulations, and policies governing the college. They should familiarize themselves with the college's policies and guidelines and ensure their actions align with these regulations.
- 8. Collaboration:** Members should foster a spirit of collaboration and teamwork within the committee. They should actively contribute to the collective decision-making process and work towards the common goals and objectives of the college.
- 9. Conflict Resolution:** In the event of conflicts or disagreements within the committee, members should strive to resolve them amicably and through constructive dialogue. They should prioritize the best interests of the college and seek common ground for consensus.
- 10. Continuous Improvement:** Members should continuously strive for personal and professional growth. They should actively seek opportunities for learning, development, and enhancement of their knowledge and skills related to college development.

By adhering to this Code of Conduct, members of the College Development Committee can contribute to the overall progress and success of the college.

**Instructions to be followed by all
Stakeholders of the Institute in effective
implementation of Professional Ethics
Policy**

Instructions to be followed by all stakeholders of the Institute in effective implementation of Professional Ethics Policy

To ensure the successful implementation of the Professional Ethics Policy within the institute, it is crucial for all stakeholders to understand and follow specific instructions. These instructions provide practical guidance on how to incorporate ethical principles into daily practices and decisions. By adhering to these instructions, stakeholders can contribute to creating a culture of integrity, professionalism, and accountability throughout the institute.

The following instructions outline key steps and actions to be taken by all stakeholders to effectively implement the Professional Ethics Policy. These instructions serve as a roadmap for individuals to navigate ethical challenges and make informed decisions in alignment with the institute's ethical standards.

By following these instructions, stakeholders can uphold the institute's reputation, maintain a positive work environment, and ensure the institute's commitment to excellence and ethical conduct is upheld in all areas of operation.

To ensure effective implementation of the Professional Ethics Policy, all stakeholders of the institute should follow the following instructions:

- 1. Familiarize Yourself with the Policy:** Take the time to read and understand the Professional Ethics Policy thoroughly. Familiarize yourself with its principles, expectations, and guidelines. If you have any questions or need clarification, seek assistance from the designated authority within the institute.
- 2. Embrace Ethical Behavior:** As a stakeholder of the institute, commit yourself to upholding the highest standards of ethical conduct in all your professional activities. Act with honesty, integrity, and fairness, and always consider the potential ethical implications of your actions.
- 3. Adhere to Confidentiality:** Respect the confidentiality and privacy of information entrusted to you in the course of your work. Only disclose information when authorized or when required by law. Handle sensitive information securely and responsibly.
- 4. Avoid Conflicts of Interest:** Be vigilant about identifying and disclosing any actual or potential conflicts of interest that may arise between your personal or financial interests and your responsibilities to the institute. Take appropriate measures to manage and mitigate such conflicts in an ethical and transparent manner.
- 5. Foster a Respectful and Inclusive Environment:** Treat all individuals with respect, dignity, and fairness. Embrace diversity and refrain from engaging in any form of discrimination, harassment, or unfair treatment based on protected characteristics. Foster an inclusive environment that values and celebrates differences.
- 6. Comply with Laws and Regulations:** Stay informed about relevant laws, regulations, and policies that apply to your work. Ensure that your actions and decisions align with these legal requirements. Seek guidance or clarification if you are uncertain about any legal obligations.
- 7. Responsible Resource Use:** Utilize institute resources, including finances, equipment, and facilities, responsibly and efficiently. Avoid waste, misuse, or unauthorized use of resources. Prioritize the institute's best interests when making decisions related to resource allocation.

- 8. Report Ethical Concerns:** If you observe or suspect any unethical conduct within the institute, report it promptly through the designated reporting channels. Follow the institute's established procedures for reporting ethical concerns. Maintain confidentiality, and cooperate fully during any investigations or reviews.
- 9. Commit to Continuous Improvement:** Regularly reflect on your own ethical conduct and seek opportunities for personal and professional growth. Stay updated on emerging ethical issues and best practices within your field. Engage in ongoing learning and training to enhance your understanding of professional ethics.
- 10. Support a Culture of Ethics:** Actively promote and support a culture of ethics within the institute. Encourage open dialogue about ethical matters and provide guidance and support to fellow stakeholders. Lead by example and inspire others to uphold the principles outlined in the Professional Ethics Policy.

Implementing the Professional Ethics Policy requires the collective effort and commitment of all stakeholders within the institute. By following the instructions outlined above, stakeholders can contribute to the successful implementation of the policy and foster a culture of ethical behaviour and accountability.

By upholding the principles of the Professional Ethics Policy, stakeholders not only protect the institute's reputation but also contribute to the development of a positive and ethical work environment. Together, stakeholders can make a lasting impact on the institute's success and ensure its long-term sustainability.

**Instructions to be followed by all
Stakeholders of the Institute in effective
implementation of Code of Conduct**

Instructions to be followed by all stakeholders of the Institute in effective implementation of code of conduct

The effective implementation of a Code of Conduct is crucial for maintaining a culture of integrity, professionalism, and ethical behaviour within an institute. A Code of Conduct serves as a guiding framework that outlines the expected standards of behaviour for all stakeholders associated with the institute. By adhering to this code, stakeholders contribute to a positive and respectful work environment, foster trust and accountability, and uphold the institute's values and reputation.

The following instructions outline key steps and actions to be taken by all stakeholders to effectively implement the Code of Conduct. These instructions serve as a roadmap for individuals to navigate ethical dilemmas, promote compliance, and demonstrate a commitment to ethical behaviour.

To ensure the effective implementation of the code of conduct in an educational Institute, the following instructions should be followed by all stakeholders:

- 1. Familiarize yourself with the code of conduct:** All stakeholders, including students, faculty, staff, and administrators should carefully read and understand the provisions outlined in the code of conduct. Familiarize yourself with the expected behavior, rules, and ethical standards set forth in the document.
- 2. Adhere to the code of conduct:** All individuals associated with the Institute must strictly adhere to the code of conduct at all times. Conduct yourself in a manner that upholds the values and principles outlined in the code. Show respect, professionalism, and integrity in your interactions with others.
- 3. Promote a safe and inclusive environment:** Create an environment that is safe, inclusive, and free from harassment, discrimination, and bullying. Treat others with dignity, respect their differences, and embrace diversity. Report any violations or concerns promptly to the appropriate authorities.
- 4. Uphold academic integrity:** Maintain the highest standards of academic integrity. Avoid plagiarism, cheating, and any form of dishonesty. Give proper credit to sources and uphold intellectual property rights. Encourage a culture of originality, critical thinking, and fair evaluation.
- 5. Take responsibility for your actions:** Each stakeholder is responsible for their own behavior. Take ownership of your actions and their consequences. Be accountable for upholding the code of conduct and encourage others to do the same. Recognize that your behavior reflects on the Institute and its reputation.
- 6. Report violations:** If you witness or experience any violations of the code of conduct, report them promptly and through the appropriate channels. Follow the Institute's procedures for reporting misconduct, ensuring confidentiality and fairness in the process. Cooperate with investigations and disciplinary actions, if necessary.

- 7. Support a positive learning environment:** Foster a positive learning environment by promoting open communication, constructive feedback, and teamwork. Encourage collaboration, empathy, and support among students, faculty, and staff. Engage in respectful dialogue and contribute to a culture of mutual growth and development.

- 8. Continuously review and update the code of conduct:** The code of conduct should be periodically reviewed and updated to ensure its relevance and effectiveness. Provide feedback and suggestions for improvement to the Institute's administration. Stay informed about any revisions or additions to the code of conduct.

Following above instructions ensures that stakeholders understand their roles and responsibilities in upholding the Code of Conduct. It promotes consistency, fairness, and accountability in all interactions and decision-making processes.

Remember, effective implementation of the Code of Conduct is an ongoing effort. It requires continuous self-reflection, education, and improvement. Stakeholders should remain vigilant, seek guidance when needed, and actively contribute to the growth and reinforcement of ethical practices within the institute.

By embracing the principles of the Code of Conduct, stakeholders not only protect the institute's values and reputation but also contribute to the development of a positive and ethical work environment. Together, stakeholders can make a lasting impact on the institute's success and ensure its long-term sustainability.



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महाराष्ट्र शासन राजपत्र असाधारण भाग आठ

वर्ष ३, अंक ३८(४)]

बुधवार, मे ३, २०१७/वैशाख १३, शके १९३९

[पृष्ठे २०, किंमत : रुपये २७.००

असाधारण क्रमांक ८१ प्राधिकृत प्रकाशन

महाराष्ट्र विधानमंडळाचे अधिनियम व राज्यपालांनी प्रख्यापित केलेले अध्यादेश व केलेले विनियम आणि विधि व न्याय विभागाकडून आलेली विधेयके (इंग्रजी अनुवाद).

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Vishwakarma University Act, 2017 (Mah. Act No. XXXVIII of 2017), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

PRAKASH H. MALI,
Principal Secretary to Government,
Law and Judiciary Department.

MAHARASHTRA ACT No. XXXVIII OF 2017.

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 3rd May 2017)

An Act to provide for establishment, incorporation and regulation of Vishwakarma University, Pune for the development and advancement of higher education in the State and to provide for matters connected therewith or incidental thereto.

WHEREAS it is expedient to provide for the establishment, incorporation and regulation of the Vishwakarma University, Pune for the development and advancement of higher education in the State and to provide for matters connected therewith and incidental thereto, for the purposes hereinafter appearing ; it is hereby enacted in the Sixty-eighth Year of the Republic of India as follows :—

1. (1) This Act may called as the Vishwakarma University Act, 2017. Short title and commencement.
- (2) It shall come into force on such date, as the State Government may by notification in the *Official Gazette*, appoint.

(१)

Definitions.

2. In this Act, unless the context otherwise requires,—

(a) “adjunct professor”, “adjunct associate professor”, or “adjunct assistant professor” means a person from industry, trade, agriculture, commerce, social, cultural, academic or any other allied field who is so designated during the period of coloboration or association with the university ;

(b) “authorities” means the authorities of the university as specified by or under this Act ;

(c) “Board of Management” means the Board of Management constituted under section 22 of this Act ;

(d) “campus” means the area of University within which it is established ;

(e) “center of excellence” means the state-of-the-art training or research center established in collaboration with industry or for the benefit of industry and society, to provide all types of relevant skills to students, in-service employees, working professionals and to undertake joint projects ;

(f) “distance education” means education imparted by combination of any two or more means of communication, viz. broadcasting, telecasting, correspondence courses, seminars, contact programmes and any other such methodology ;

(g) “employee” means any person appointed by the University and includes teachers, officers and other staff of the University ;

(h) “fee” means monetary collection made by the University or its colleges, institutions or study centers, as the case may be, from the students by whatever name it may be called, which is not refundable ;

(i) “Government” or “State Government” means the Government of Maharashtra.

(j) “Governing Body” means the Governing Body constituted under section 21 of this Act ;

(k) “higher education” means pursuit of knowledge beyond learning at the stage of higher secondary school education ;

(l) “hostel” means a place of residence for the students of the University, or its institutions and study centers, established or recognized to be as such by the University ;

(m) “notification” means a notification published in the *Official Gazette* ;

(n) “*Official Gazette*” means the *Maharashtra Government Gazette* ;

(o) “*President or Chancellor*” means the *Chancellor of the University* ;

(p) “prescribed” means prescribed by statutes or ordinances or regulations, as the case may be, made by or under this Act ;

(q) “regulating body” means a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council of Technical Education, National Council of Teacher Education, Medical Council of India, Pharmacy Council of India, National Council of Assessment and Accreditation, Indian Council of Agriculture Research, Distance Education Council, Council of Scientific and Indian Research etc. and includes the Government ;

(r) “rules” means the rules made by the state government ;

(s) “section” means a section of this Act ;

(t) “sponsoring body” means the Bansilal Ramnath Agarwal Charitable Trust registered as a trust under the Maharashtra Public Trust Act ;

(u) “State” means State of Maharashtra.

(v) “statutes”, “ordinances” and “regulations” mean respectively, the statutes, ordinances and regulations of the University made under this Act ;

(w) “student” means a person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction instituted by the University, including a research degree ;

(x) “study center” means a center established and maintained or recognized by the University for the purpose of advising, counseling or for rendering any other assistance required by the students in the context of distance education ;

(y) “teacher” means a professor, associate professor, assistant professor, adjunct professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the University ;

Incorporation.

(z) “University” means Vishwakarma University, Pune.

3. (1) There shall be established a University by the name of Vishwakarma University, Pune.

(2) The President, the Vice-Chancellor, the Governing Body, the board of management, the academic council and all other persons who may hereafter become such officers or members so long as they continue to hold such office or membership, are hereby constituted and declared to be a body corporate by the name of “Vishwakarma University, Pune”

(3) The University shall have perpetual succession and a common seal and shall sue and be sued by the said name.

(4) The University shall function as a non-affiliating University established under this Act and it shall not affiliate any other college or Institute for the award conferment of degree, diploma and certificate of its degree to the students admitted therein.

(5) The University shall be situated and have its head-quarters at Vishwakarma University, S. No. 2/3/4 Laxminager, Kondhwa (BK), Pune 411048, Maharashtra.

4. The objects of the University shall be as follows:—

Objects of University.

(a) to provide learning, teaching, capacity, capability and skills development and research and development in higher and technical education, covering Liberal Arts, Humanities, Social Sciences, Life Sciences and Biotechnologies, Nano-Sciences and Technologies, Professional Disciplines such as Engineering, Technology, Management, Business and Commerce, Applied and Creative Arts, Vocational Education, Media, Information and Communication Technology and Education per se and their inter-disciplinary studies and development ;

(b) to provide instructions, teaching and training in Higher and Technical Education, Arts, Sports, Culture, Film, Space Technologies, Marine Research and make provisions for research ;

(c) to create higher level of cognitive, affective and psychomotor (head, hearts and hands) abilities ;

(d) to create higher levels of intellectual abilities ;

(e) to create and deploy new educational programs to promote creativity, innovation and entrepreneurship for inventing of new ways for development and social reconstruction and transformation ;

(f) to establish state-of-the-art facilities for education and development.

(g) to carry out teaching and research and offer continuing quality education programmes ;

(h) to create centers of excellence for research and development in Science and Technology and Socio-economic development, and for sharing knowledge and its application ;

(i) to use modern and post-modern processes, mechanisms and technologies for governance and management of learning, teaching, researching, evaluating, developing, organizing and creating socio-economic wealth for individuals and society for 21st century ;

(j) to provide professional and development services to the industry and public organizations and society ;

(k) to start higher education programs, courses in new and emerging areas with innovative approaches ;

(l) to establish links, collaborations and partnerships with other higher education and research institutions in India and abroad ;

(m) to institute degrees, diplomas, certificates and other academic distinctions on the basis of examinations, or any other methods of evaluation ;

(n) to establish innovative approaches for creation of seamlessness in academic structures, learning time-frames, and working and continuous evaluation processes for nurturing and cultivation of creativity and entrepreneurship ;

(o) to pursue any other objectives as may be suggested by the Government ;

(p) to ensure that the standard of the degree, diplomas, certificates and other academic distinctions conferred by a university are not lower than those laid down by the All India Council for Technical Education or the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993 or the University Grants Commission constituted under the University Grants Commission Act, 1956 or the Pharmacy Council of India constituted under the Pharmacy Act, 1948 or the Bar Council of India constituted under the Advocates Act, 1961 or any other statutory body, as the case may be.

73 of
1993.
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1956.
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25 of
1961.

Powers and Function. **5.** The University shall have the following powers and functions, namely : —

(i) to make provisions and adopt all measures (including adoption and updating of the curricula) in respect of study, teaching and research, relating to the courses through traditional as well as new innovative modes including on-line education mode ;

(ii) to institute and confer degrees, diplomas, certificates, awards, grades, credits and academic distinctions ;

(iii) to conduct and hold examinations ;

(iv) to provide for the degrees, diplomas, certificates, equivalent or corresponding to the degrees, diplomas, certificates of other recognized Universities, Boards or Councils ;

(v) to take all necessary measures for setting up campus ;

(vi) to set up central library, departmental libraries, museums and allied matters ;

(vii) to institute and confer honorary degrees as may be prescribed ;

(viii) to institute and award fellowships, scholarships, studentships as may be specified ;

(ix) to take special measures for spreading educational facilities among the educationally backward strata of the society ;

(x) to encourage and promote sports and other extra-curricular activities ;

- (xi) to create technical, administrative and other necessary posts and to make appointments thereto ;
- (xii) to undertake research projects on mutually acceptable terms and conditions ;
- (xiii) to provide consultancy services ;
- (xiv) to frame statutes, ordinances, rules and regulations for carrying out the objects of the University in accordance with the provisions of the Act ;
- (xv) to encourage and promote co-curricular activities for personality development of the teachers, students and employees of the University ;
- (xvi) to provide for dual degrees, diplomas or certificates *vis-a-vis* other Universities on reciprocal basis within and outside the country as per instructions of the State Government, Government of India and University Grants Commission ;
- (xvii) to make such provisions for integrated courses in different disciplines in the educational programmes of the University ;
- (xviii) to set-up colleges, institutions, off-campus centers, off-shore campus and study centres, as per the instructions issued by the State Government, Central Government and University Grants Commission from time to time ;
- (xix) to receive donations, gifts and grants and to acquire, hold, manage and dispose of any property, movable or immovable, including trust or endowed property within or outside the state for the purposes and objects of the University and to invest funds ;
- (xx) to prescribe the fee structure for various courses from time to time as per provisions of this Act ;
- (xxi) to demand and receive payments of such fees and other charges as may be specified from time to time ;
- (xxii) to seek collaboration with other institutions on mutually acceptable terms and conditions ;
- (xxiii) to determine salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms, specified by the University Grants Commission and the other regulatory bodies ;
- (xxiv) to organize and to undertake extra-mural teaching and extension services ;
- (xxv) to establish and maintain Halls and Hostels ;
- (xxvi) to recognize, supervise and control Halls and Hostels not maintained by the University and other accommodation for the residence of the students and to withdraw any such recognition ;
- (xxvii) to regulate and enforce discipline among students and employees of the University and to take such disciplinary measures as may be deemed necessary ;
- (xxviii) to make arrangements for promoting health and general welfare of the students and the employees of the University ;
- (xxix) to co-operate with any other University in and outside the country, authority or any public or private body having in view the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon, on such terms and conditions as may, from time to time, be specified ;

(xxx) to provide for the printing, re-printing and publication of research and other work, including text books, which may be issued by the University ;

(xxxi) to comply and follow from time to time the provisions of the University Grants Commission (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003 or any other regulations or directions issued by the University Grants Commission.

(xxxii) to comply with and carry out directives issued by the State Government from time to time, with reference to above powers, duties and responsibilities of the University.

(xxxiii) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University ;

University
open to
all.

6. (1) No citizen of India shall be excluded from any office of the university or from membership of any of its authorities, bodies or committees, or from appointment to any post, or from admission to any degree, diploma, certificate or other academic distinction or course of study on the ground only of sex, race, creed, class, caste, place of birth, religious belief or profession, or political or other opinion ;

(2) The university shall adopt government policy and orders issued, from time to time, in regard to the reservation for Scheduled Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Other Backward Classes, Special Backward Category for the purpose of admission of students in the University departments and institutions.

(3) The University shall adopt the general policy of the State Government in regard to the welfare of various categories of weaker sections of the society and minorities as directed by the State Government from time to time.

University
to be self
financed.

7. The University shall be self-financed and it shall not be entitled to receive any grant or other financial assistance from the Government.

Endowment
Fund.

8. (1) The sponsoring body shall establish a permanent statutory fund to be called "the Endowment Fund" for the University which shall comprise of at least five crore rupees which may be increased *suomotu* but shall not be decreased.

(2) The Endowment Fund shall be kept as security deposit to ensure strict compliance of the provisions of this Act, rules, regulations, statutes or ordinances made there under.

(3) The Government shall have the powers to forfeit, in the prescribed manner, a part or whole of the Endowment Fund in case the University or the sponsoring body contravenes any of the provisions of this Act, rules, statutes, ordinances or regulations made there under.

(4) Income from Endowment Fund may be utilized for the development of infrastructure of the University but shall not be utilized to meet out the recurring expenditure of the University.

(5) The amount of Endowment Fund shall be kept invested, until the dissolution of the University, by way of long term securities received or guaranteed by the Government subject to the condition that the amounts so invested from the Fund shall not be withdrawn without the permission of the Government.

(6) The certificates of the long term securities shall be kept in the safe custody of the Government ; and the Government shall have the right to encash the deposit amount for the purpose mentioned in sub-section (3).

9. University shall also establish a fund, which shall be called the General Fund. General Fund to which following shall be credited, namely :—

- (i) fees and other charges received by the University ;
- (ii) any contribution made by the sponsoring body ;
- (iii) any income received from consultancy and other works undertaken by the University ;
- (iv) bequests, donations, endowments and any other grants ; and,
- (v) all other sums received by the University.

10. The General Fund shall be utilized for meeting all expenses, Application of recurring or non-recurring in connection with the affairs of the University: General Fund.

Provided that, no expenditure shall be incurred by the University in excess of the limits for total recurring expenditure and total non-recurring expenditure for the year, as may be fixed by the board of management, without the prior approval of the Board of Management.

11. The following shall be the officers of the University, namely :— Officers of the University.

- (i) the President who shall also be the Chancellor ;
- (ii) the Vice-Chancellor ;
- (iii) the Deans of Faculties ;
- (iv) the Registrar ;
- (v) the Chief Finance and Accounts Officer ;
- (vi) the Controller of Examinations ; and
- (vii) Such other persons in the service of the University as may be declared by the statutes to be the officers of the University.

12. (1) The President shall be appointed by the sponsoring body for a period of three years, with the approval of the Government in such manner, as may be prescribed by the rules. President.

(2) The eligibility and criteria for the post of President shall be as may be prescribed by the rules and regulations issued by the State Government.

(3) The President shall be the Head of the University.

(4) The President shall preside over at the meetings of the Governing Body and convocation of the University for Conferring Degrees, diplomas or other academic distinctions.

(5) The President shall have the following powers, namely:—

- (a) to call for any information or record from any officer or authority of the University, relating to the affairs of the University ;
- (b) to appoint the Vice-Chancellor ;
- (c) to remove the Vice-Chancellor in accordance with the provisions of sub-section (7) of section 14 of this Act ;
- (d) such other powers as may be specified by the statutes.

13. The President may be removed from his office by the sponsoring body, if it is satisfied that the incumbent,— Removal of President.

(a) becomes insane and stands so declared by a competent court ;
or

(b) has been convicted by a court for any offence involving moral turpitude ; or

(c) become an undischarged insolvent and stands so declared by a competent court ; or

(d) become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability ; or

(e) willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes, or has abused the powers vested in him or if the continuance of the president in the office has become detrimental to the interests of the University :

Provided that, the President shall be given a reasonable opportunity to show-cause by the sponsoring body before taking recourse to action under clauses (d)and (e) for his removal from the said office.

Vice-
Chancellor.

14. (1) The Vice-Chancellor shall be appointed by the President, on such terms and conditions as may be specified by statutes, from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years :

Provided that, after the expiry of the term of three years, the Vice-Chancellor shall be eligible for re-appointment for another term of three years :

Provided further that, the Vice-Chancellor shall continue to hold office even after the expiry of his term till new Vice-chancellor joins, however, in any case, this period shall not exceed one year.

(2) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall have the powers of superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

(3) The Vice-Chancellor shall preside over at the convocation of the University in the absence of the President.

(4) If in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter :

Provided that, if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the President, whose decision thereon shall be final.

(5) If, in the opinion of the Vice-Chancellor, any decision of any authority of the University is outside the powers conferred by this Act or statutes, ordinances, regulations or rules made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the President and his decision thereon shall be final.

(6) The Vice-Chancellor shall exercise such powers and perform such duties as may be specified by the statutes or the ordinances.

(7) If at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-chancellor is not in the interests of the University, the President with approval of Governing Body may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order :

Provided that before taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity of being heard.

15. (1) The Deans of Faculties shall be appointed by the President in such manner and on such terms and conditions of service as may be specified by the statutes. Deans of Faculties.

(2) The Deans of Faculties shall assist the Vice-Chancellor in managing the academic and other affairs of the University and shall exercise such powers and perform such functions as may be prescribed by the regulations or be entrusted by the President and Vice-Chancellor.

16. (1) The Registrar shall be appointed by the President in such manner and on such terms and conditions of service as may be specified by the statutes. Registrar.

(2) The Registrar shall be the chief administrative officer of the University. Subject to the decision of the authorities of the University, he shall have the power to enter into agreement, contract, sign documents and authenticate records on behalf of the University. He shall exercise such powers and perform such duties as may be specified by the statutes.

(3) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council, but shall not have the right to vote.

(4) The registrar shall be the custodian of the records, the common seal and such other property of the University as the Governing Body may, commit to his charge.

(5) The registrar shall exercise such other powers and perform such other duties as may be prescribed by or under this Act, or, as may be conferred on him by the statutes or, may be assigned to him, by the vice-chancellor, from time to time.

17. (1) The Controller of Examinations shall be appointed by the President in such manner and on such terms and conditions of service as may be specified by the statutes. Controller of Examinations.

(2) The Controller of Examinations shall be the Principal officer-in-charge of the conduct of examinations and tests of the University and declarations of their results. He shall discharge his functions under the superintendence, directions and guidance of the Vice-Chancellor.

(3) The Controller of Examinations shall be a full-time salaried officer of the University and shall work directly under the direction and control of the Vice-chancellor of the University. His appointment shall be for a term of three years and he shall be eligible for re-appointment for a term not exceeding three years. The qualifications and experience for the purpose of selection of the Controller shall be such as may be prescribed by the statutes.

(4) The Controller of Examination shall be responsible for.—

(a) preparing and announcing in advance the calendar of examinations ;

(b) arrangement for printing of question papers ;

(c) arrangement for the timely publication of result of examinations and other tests ;

(d) taking disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of *malpractices* in relations to the examinations ;

(e) reviewing from time to time, the results of University examinations and forward reports thereon to the Academic Council ;

(f) Controller of Examinations shall exercise such other power and perform such other duties as may be prescribed or assigned to him.

Chief Finance
and Accounts
Officer.

18. (1) The Chief Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the University

(2) The Chief Finance and Accounts Officer shall be appointed by the President in such manner and on such terms and conditions of service as may be specified by the Statutes.

(3) The Chief Finance and Accounts Officer shall exercise such powers and perform such duties, as may be specified by the Statutes.

Other
Officers.

19. (1) The University may appoint such other officers as may be necessary for its functioning.

(2) The manner of appointment of other officers of the University, the terms and conditions of service of such officers and their powers and functions shall be such as may be specified by the Statutes.

Authorities of
University.

20. The following shall be the authorities of the University, namely :—

(a) the Governing Body ;

(b) the Board of Management ;

(c) the Academic Council ;

(d) the Board of Examinations ; and

(e) such other authorities as may be declared by the statutes to be the authorities of the University.

Governing
Body.

21. (1) The Governing Body of the University shall consist of the following members, namely :—

(a) the President ;

(b) the Vice-Chancellor ;

(c) five persons, nominated by the sponsoring body out of whom two shall be eminent educationists ; one expert of management or information technology from outside the University, nominated by the President ;

(d) two persons, nominated by the state Government ;

(e) two representatives of the industries to be nominated by the president ;

(f) the Registrar of the University shall be the permanent invitee to the Governing Body but shall not have right to vote.

(2) The Governing Body shall be the supreme authority of the University.

(3) The Governing Body shall have the following powers, namely :—

(a) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the statutes, ordinances, regulations or rules made there under ;

(b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the statutes, ordinances, regulations or rules made there under ;

(c) to approve the budget and annual report of the University ;

(d) to lay down the policies to be followed by the University ;

(e) to recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts ; and

(f) such other powers as may be prescribed by the statutes.

(4) The Governing Body shall meet atleast thrice in a calendar year.

(5) The quorum for meetings of the Governing Body shall be five.

22. (1) The Board of Management shall consist of the following members, namely :— Board of Management.

(a) the Vice-Chancellor ;

(b) two members of the Governing Body, nominated by the sponsoring body ;

(c) two Deans of the University, by rotation, to be nominated by the Vice Chancellor ;

(d) three persons, who are not the members of the Governing Body, nominated by the sponsoring body ; and

(e) three persons from amongst the teachers, nominated by the sponsoring body.

(2) The Vice-Chancellor shall be the Chairperson of the Board of Management.

(3) The powers and functions of the Board of Management shall be such as may be specified by the statutes.

(4) The Board of Management shall meet atleast once in every two months.

(5) The quorum for meetings of the Board of Management shall be five.

23. (1) The Academic Council shall consist of the Vice-Chancellor and such other members as may be specified by the Statutes. Academic Council.

(2) The Vice-Chancellor shall be the *Ex-officio* Chairperson of the Academic Council.

(3) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act and the rules, statutes and ordinances made there under, co-ordinate and exercise general supervision over the academic policies of the University.

(4) The quorum for meetings of the Academic Council shall be such as may be specified by the statutes.

24. (1) The Board of Examination shall be the principal authority of the University for conducting the examination and making policy decisions in regard to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners moderators and also prepare the Schedule of Examinations and declaration of results. The Board of Examination should also oversee and regulate the conduct of examinations in study centers, or any center related to the University. Board of Examination.

Explanation.—For the purposes of this section and of section 38, the expression “Schedule of Examinations” means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations.

(2) The Board of Examination shall consist of following members namely :—

(a) the Vice Chancellor – Chairperson ;

(b) Professor of each subject – Member ;

(c) one evaluation expert, co-opted by the Board of Examination – Member ;

(d) the Controller of Examination – Member-Secretary.

(3) The powers, and functions of the Board of Examinations shall be such as may be laid down by the statutes.

Other authorities. **25.** The constitution, powers and functions of other authorities of the University shall be such as may be specified by the statutes.

Dis-qualification. **26.** A person shall be disqualified for being a member of any of the authorities or bodies of the University, if he,—

(i) is of unsound mind and stands so declared by a competent court ; or

(ii) has been convicted of any offence involving moral turpitude ;
or

(iii) is conducting or engaging himself in private coaching classes ;
or

(iv) has been punished for indulging in or promoting unfair practices in the conduct of any examination, in any form, anywhere.

Vacancies not to invalidate the proceedings of any authority or body of the university. **27.** No act or proceeding of any authority or body of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

Filling of casual vacancies. **28.** In case there occurs any casual vacancy in any authority or body of the University, due to death, resignation or removal of a member, the same shall be filled, as early as possible, by the person or body who appoints or nominates the member whose place becomes vacant and person appointed or nominated to a casual vacancy shall be a member of such authority or body for the residue of the term of such member in whose place he has been so appointed or nominated.

Committees. **29.** (1) The authorities or officers of the University may constitute committees with such terms of reference for specific tasks to be performed by such committees as may be necessary.

(2) The constitution of such committees shall be such as may be specified by the statutes.

First Statutes. **30.** (1) The First Statutes of the University shall be made by the Governing Body and shall be submitted to the Government for its approval.

(2) Subject to the provisions of this Act, and the rules made there under, the First Statutes of the University may provide for all or any of the following matters, namely :—

(a) the constitution, powers and functions of the authorities and other bodies of the University as may be constituted from time to time ;

(b) the terms and conditions of appointment of the Vice-Chancellor and his powers and functions ;

(c) the manner of appointment and terms and conditions of service of the Deans of Faculties, Registrar and Chief Finance and Accounts Officer and their powers and functions ;

(d) the manner of appointment and terms and conditions of service of the employees and their powers and functions ;

(e) the procedure for arbitration in case of disputes between employees, students and the University ;

(f) the conferment of honorary degrees ;

(g) the provisions regarding exemption of students from payment of tuition fee and for awarding to them scholarships and fellowships ;

(h) provisions regarding the policy of admissions, number of seats in different courses including regulation of reservation of seats ; and

(i) provisions regarding fees to be charged from the students.

(3) The Government shall consider the First Statutes, submitted by the University and shall within four months from the date of its receipt give its approval thereon with such modifications, if any, as it may deem necessary.

(4) The Government shall publish the First Statutes, as approved by it, in the *Official Gazette* and thereafter, such Statutes shall come into force from date of such publication.

31. (1) Subject to the provisions of this Act and the rules made there under, the subsequent statutes of the University may provide for all or any of the following matters, namely :—

Subsequent statutes.

(a) creation of new authorities of the University ;

(b) accounting policy and financial procedure ;

(c) representation of teachers in the authorities of the University ;

(d) creation of new departments and abolition or restructuring of existing department ;

(e) institution of medals and prizes ;

(f) creation of posts and procedure for abolition of posts ;

(g) revision of fees ;

(h) alteration of the number of seats in different syllabi ; and

(i) all other matters which under the provisions of this Act are to be specified by the statutes.

(2) The statutes of the University other than the First Statutes shall be made by the Board of Management with the approval of the Governing Body.

(3) The Board of Management may, from time to time, make new or additional statutes or may amend or repeal the statutes so made in the manner hereinafter provided in this section :

Provided that, the Board of Management shall not make any statute or any amendment of the statutes affecting the status, powers or constitution of any existing authority of the University until such authority has been given

an opportunity of expressing an opinion on the proposal and any opinion so expressed shall be in writing and shall be considered by the Governing Body.

(4) Every such statute or addition to the statutes or any amendment or repeal of the statutes shall be subject to the approval of the Government :

Provided that, no statutes shall be made by the Board of Management affecting the discipline of students and standards of instruction, education and examination except in consultation with the Academic Council.

First
Ordinance.

32. (1) The First Ordinances of the University shall be made by the Governing Body and shall be submitted to the Government for its approval.

(2) Subject to the provisions of this Act or the rules or statutes made there under, the Board of Management may make such First Ordinances with the approval of the Governing Body as it deems appropriate for the furtherance of the objects of the University and such ordinances may provide for all or any of the following matters, namely :-

(a) the admission of students to the University and their enrolment as such ;

(b) the courses of study to be laid down for the degrees, diplomas and certificates of the University ;

(c) the award of the degrees, diplomas, certificates and other academic distinctions, the minimum qualifications for the same and the means to be taken relating to the granting and obtaining of the same ;

(d) the conditions for awarding of fellowships, scholarships, stipends, medals and prizes ;

(e) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators ;

(f) fees to be charged for the various courses, examinations, degrees and diplomas of the University ;

(g) the conditions of residence of the students in the hostels of the University ;

(h) provisions regarding disciplinary action against the students ;

(i) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University ;

(j) the manner of co-operation and collaboration with other Universities and institutions of higher education ; and

(k) all other matters which are required to be provided by the ordinances under the provisions of this Act or the statutes made there under.

(3) The Government shall consider the First Ordinances submitted by the Vice-Chancellor under sub-section (1) and shall give its approval within four months from the date of its receipt, with such modifications, if any as it may deem necessary.

Subsequent
Ordinances.

33. (1) All ordinances other than the First Ordinances shall be made by the Academic Council which after being approved by the Board of Management shall be submitted to the Governing Body for its approval.

(2) The Academic Council shall either modify the ordinances incorporating the suggestions of the Board of Management and the Governing Body or give reasons for not incorporating the suggestions, and shall return the ordinances along with such reasons, if any, the Board of Management and the Governing Body shall consider the suggestions of the Academic Council and shall approve the ordinances of the University with or without such modification and then the ordinances, as approved by the Governing Body shall come into force.

34. The authorities of the University may, subject to the prior approval of the Board of Management, make regulations, consistent with the provisions of this Act, the rules, statutes and the ordinances made there under, for the conduct of their own business and of the committees appointed by them. Regulations

35. (1) Admission in the University shall be made strictly on the basis of merit. Admissions.

(2) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination for admission and achievements in co-curricular and extracurricular activities or on the basis of marks or grade obtained in the entrance test conducted at State level either by an association of the Universities conducting similar courses or by any agency of the State:

Provided that, admission in professional and technical courses shall be made only through entrance test.

(3) Seats for admission in the University, for the students belonging to Scheduled Castes, Scheduled Tribes, Vimukta Jattis, Nomadic Tribes, Other Backward Classes, Special Backward Category and handicapped students, shall be reserved as per the policy of the State Government :

Provided that the total reservation in any case shall not exceed fifty per cent.

(4) Out of the total approved intake capacity, seventy per cent. of the seats shall be reserved for the students having domiciled in the state of Maharashtra.

36. (1) The University may, from time to time, prepare its fee structure and forward it for approval of the committee constituted by the State Government for the purpose. Fee Structure.

(2) The Government shall constitute a Fee Structure Review Committee, in the manner as may be prescribed, to review the fee structure proposals received from University.

(3) The chairperson for the committee mentioned under sub-section (2) shall be a Retired Justice from Supreme Court or retired chief justice of any High Court. The chairman of the committee shall be a person who is recommended by the Hon'ble High Court at Mumbai.

(4) The committee shall consider the fees structure prepared by the University, review it and shall submit its recommendations to the Government after taking into consideration whether the proposed fee is—

(a) sufficient for :—

(i) generating resources for meeting the recurring expenditure of the University ; and

(ii) the savings required for the further development of the University ; and

(b) not unreasonably excessive.

(5) After receipt of the recommendations under sub-section (4), if the Government is satisfied, it may approve the fee structure. The fee structure approved by the Government shall remain valid until next revision.

(6) The State Government shall not reimburse any fees or shall not take any financial liability for students belonging to the backward classes admitted into the Self-financed University.

(7) The University shall not charge any fees, by whatever name called, other than that for which it is entitled under sub-section (5).

Prohibition of
Capitation
Fee.

37. (1) No capitation fee shall be collected by or on behalf of the University or by any person who is in charge of, or is responsible for, the management of such institution, from or in relation to any student in consideration of his admission to and prosecution of any course of study or of his promotion to a higher standard or class in such institution.

(2) Notwithstanding anything contained in sub-section (1), the management may in good faith collect or accept donations in cash or kind, in the prescribed manner, from benevolent persons or organization or public trusts or any other association of persons, for opening of new educational institutions, for creation of Endowment Fund for award of scholarship, prizes or the like, but while collecting or accepting such donations the management shall not reserve any seats in any educational institution run by it in consideration of such donations. Where in consideration of accepting such donations any seat is reserved for admission to any student in such institution such acceptance of donation shall be deemed to be collection of capitation fee, within the meaning of clause (a) of section 2 of the Maharashtra Educational Institutions (Prohibition of Capitation Fee) Act, 1987.

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Examinations.

38. At the beginning of each academic session and in any case not later than 30th June of every calendar year, the University shall prepare and publish a semester-wise or annual, as the case may be, Schedule of Examinations for each and every course conducted by it and shall strictly adhere to such Schedule :

Provided that, if for any reason whatsoever, University is unable to follow this Schedule, it shall, as soon as practicable, submit a report to the Government giving the detailed reasons for making a departure from the published Schedule of Examination. The Government may, thereon, issue such directions as it may deem fit for better compliance in future.

Declaration of
results.

39. (1) The University shall strive to declare the results of every examination conducted by it within thirty days from the last date of the examination for a particular course and shall in any case declare the results latest within forty-five days from such date :

Provided that if, for any reason whatsoever, the University is unable to finally declare the results of any examination within the period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, thereon, issue such directions as it may deem fit for better compliance in future.

(2) No examination or the results of an examination shall be held invalid only for the reasons that the University has not followed the Schedule of Examination as stipulated in section 38 or that the University has failed to declare the results within the period specified in sub-section (1).

- 40.** The convocation of the University shall be held in every academic year in the manner as may be specified by the statutes for conferring degrees, diplomas or for any other purpose. Convocation.
- 41.** The University shall obtain accreditation from the National Council of Assessment and Accreditation (NAAC), Bangalore within three years of its establishment and inform the Government and such other regulating bodies which are connected with the courses taken up by the University about the grade provided by NAAC to the University. University shall get renewed such accreditation at an interval of every five years thereafter. Accreditation of the University.
- 42.** Notwithstanding anything contained in this Act, the University shall be bound to comply with all the rules, regulations, norms, etc. of the regulating bodies and provide all such facilities and assistance to such bodies as are required by them to discharge their duties and carry out their functions. University to follow rules, regulations, norms etc. of the regulating bodies.
- 43.** (1) The annual report of the University shall be prepared by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of its objects and shall be approved by the Governing Body and copy of the same shall be submitted to the sponsoring body. Annual Report.
- (2) Copies of the annual report prepared under sub-section (1) shall also be presented to the Government.
- (3) The State Government shall cause such report to be laid before each house of the State Legislature.
- 44.** (1) The annual accounts including balance sheet of the University shall be prepared under the directions of the Board of Management and the annual accounts shall be audited at least once in every year by the auditors appointed by the University for this purpose. Annual accounts and audit.
- (2) A copy of the annual accounts together with the audit report shall be submitted to the Governing Body.
- (3) A copy of the annual accounts and audit report along with the observations of the Governing Body shall be submitted to the sponsoring body.
- (4) Copies of annual accounts and balance sheet prepared under sub-section (1) shall also be presented to the Government.
- (5) The advice of the Government, if any, arising out of the accounts and audit report of the University shall be placed before the Governing Body and the Governing Body shall issue such directions, as it may deem fit and compliance thereof shall be reported to the Government.
- 45.** (1) For the purpose of ascertaining the standards of teaching, examination and research or any other matter relating to the University, the Government may, after consultation with the Vice-Chancellor, cause an assessment to be made in such manner as may be prescribed, by such person or persons as it may deem fit. Powers of the Government to inspect the University.
- (2) The Government shall communicate to the University its recommendations in regard to the result of such assessment for corrective action and the University shall take such corrective measures as are necessary so as to ensure the compliance of the recommendations.

(3) If the University fails to comply with the recommendations made under sub-section (2) within a reasonable time, the Government may give such directions as it may deem fit which shall be binding on the University.

Dissolution of the University by sponsoring body. **46.** (1) The sponsoring body may dissolve the University by giving a notice to this effect to the Government, the employees and the students of the University at least one year in advance :

Provided that, dissolution of the University shall have effect only after the last batches of students of the regular courses have completed their courses and they have been awarded degrees, diplomas or awards, as the case may be.

(2) On the dissolution of the University all the assets and liabilities of the University shall vest in the sponsoring body :

Provided that, in case the sponsoring body dissolves the University before twenty five years of its establishment all the assets of the University shall vest in the Government free from all encumbrances.

Special powers of the State Government in certain circumstances. **47.** (1) If it appears to the Government that the University has contravened any of the provisions of this Act or the rules, statutes or ordinances made there under or has contravened any of the directions issued by it under this Act or has ceased to carry out any of the undertakings given under section 5 of this Act, or a situation of financial mis-management or mal-administration has arisen in the University, it shall issue notice requiring the University to show cause within forty-five days as to why an order of its liquidation should not be made.

(2) If the Government, on receipt of reply of the University on the notice issued under sub-section (1), is satisfied that there is a *prima facie* case of contravention of all or any of the provisions of this Act or the rules, statutes or ordinances made there under or of contravention of the directions issued by it under this Act or of ceasing to carry out the undertaking given under section 5 of this Act, or of financial mis-management or mal-administration, it shall make an order of such enquiry as it may consider necessary.

(3) The Government shall, for the purpose of any enquiry under sub-section (2), appoint an inquiry officer or officers to inquire into any of the allegations and to make report thereon.

(4) The Enquiry Officer or officers appointed under sub-section (3) shall have the same powers as are vested in a civil court under the Code of Civil Procedure, while trying a suit in respect of the following matters, namely :—

(a) summoning and enforcing the attendance of any person and examining him on oath ;

(b) requiring the discovery and production of any such document or any other material as may be predicable in evidence ;

(c) requisitioning any public record from any court or office ;
and

(d) any other matter which may be prescribed.

(5) The inquiry officer or officers, inquiring under this Act, shall be deemed to be a civil court for the purposes of section 195 and Chapter 26 of the Code of Criminal Procedure, 1973.

(6) On receipt of the enquiry report from the officer or officers appointed under sub-section (3), if the Government is satisfied that the University has

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contravened all or any of the provisions of this Act or the rules, statutes, or ordinances made there under or has violated any of the directions issued by it under this Act or has ceased to carry out the undertakings given by it under section 5 of this Act or a situation of financial mis-management and mal-administration has arisen in the University which threatens the academic standard of the University, it shall issue a preliminary order for the liquidation of the University and appoint an administrator.

(7) The administrator appointed under sub-section (6) shall have all the powers and be subject to all the duties of the Governing Body and the Board of Management under this Act and shall administer the affairs of the University until the last batch of the students of the regular courses have completed their courses and they have been awarded degrees, diplomas or awards, as the case may be.

(8) After having awarded the degrees, diplomas or awards, as the case may be, to the last batches of the students of the regular courses, the administrator shall make a report to this effect to the Government.

(9) On receipt of the report under sub-section (8), the Government shall, by notification in the *Official Gazette*, issue a final order dissolving the University and from the date of publication of such notification, the University shall stand dissolved and all the assets and liabilities of the University shall vest in the sponsoring body from such date.

48. (1) Immediately after the commencement of this Act, there shall be established a Secretary Level Committee in order to verify and ensure compliance of the requirements to the guidelines relating to the establishment of self-financed universities, framed by the State Government from time to time ; and of the undertakings submitted by the sponsoring body. The committee shall consist of the Secretaries-in-charge of the Higher and Technical Education Department, the Finance Department, and the Planning Department.

Secretarial committee.

(2) The committee constituted under sub-section (1), shall submit its report to the Government.

(3) On receipt of the report under sub-section (2), the State Government shall, publish a notification allowing the operationalization of the University.

(4) The University shall, admit the students only after issuance of the notification under sub-section (3).

49. (1) The Government may, by notification, make rules for carrying into effect the purposes of this Act.

Power to make Rules.

(2) Without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely :—

(a) matters to be prescribed under clause (d) of sub-section (4) of section 47 ; and

(b) any other matter which is required to be, or may be, prescribed by rules.

(3) All the rules made under this Act shall be laid, as soon as may be after it is made, before each house of the State Legislature, while it is in session, for a total period of thirty days which may be comprised in one

session or in two successive sessions, and if, before the expiry of the session in which they are so laid or the sessions immediately following, both Houses agree in making any modification to the rule or both Houses agree that the rule should not be made, the rule shall from the date of publication of a notification, have effect only in such modified form or be of no effect, as the case may be ; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done there under.

Power to
remove
difficulties. **50.** (1) If any difficulty arises in giving effect to the provisions of this Act, the Government may, as occasion arises, by an order published in the *Official Gazette*, do anything not inconsistent with the provisions of this Act, which appears to it to be necessary or expedient for removing the difficulty.

(2) Every order made under sub-section (1), shall be laid, as soon as may be after it is made, be laid before each House of the State Legislature.