

Bharati Vidyapeeth's

**MATOSHRI BAYABAI SHRIPATRAO KADAM
KANAYA MAHAVIDYALAYA, KADEGAON**

Code of Conducts

We, Bharati vidyapeeth's Matoshri Bayabai Shripatrao Kadam Kanya Mahavidyalaya , Kadegaon follow the code of conduct for administration and staff by Bharati vidyapeeth , Pune Institute.

Codes of conduct for students are displayed on board and in admission broacher for college and hostel and also put on web site. Code of conduct for library, laboratory, sport, NSS, and other activities are separately displayed in the respected Department.

I. Code of conduct for Student during admission:

A. For admission:

1. Students should submit required documents with admission form.
2. Admissions will be temporary till eligibility forms received from Shivaji University.
3. Students from other University must submit Leaving certificate and migration certificate.
4. Students from other University securing admission in Part II and Part III have to pass o
5. Students from affiliated college should submit transfer certificate from previous college.
6. NRI students should submit eligibility certificate, student-Visa and passport, Mark list of previous exam, and character certificate.

B. Admission Cancellation:

1. If student wants to cancel admission, she should apply within 15 days after the admission date.
2. After permission by Principal Admission will be cancelled and deposits will return.
3. Admission fee and student relief fund will not be return; students should submit the original receipt.
4. Students cannot demand deposited amount after 6 months from cancellation.

C .Scholarship and Fee Concession:

1. Scholarship for economically backward students, B.C. scholarships are available in college.
2. National merit scholarship also available in our college.
3. For all scholarship application forms should be submitted within time.

D. Instruction to students and parents:

1. Parent should confirm the admission of their word.
2. Parent should also confirm the required documentation for admission.
3. Parents should concern about academic development of their word.
4. Change in subject will allowed only by the permission of principal.
5. After admission students should carry Identification Card in college campus.
6. Students should be disciplined in class and college campus.
7. Minimum 75% attendance is required for semester.
8. Students may remain absent with prior permission of class teacher.
9. Students should read notice board regularly.
10. Students should park vehicles in PARKING ZONE.
11. Students should inform about if change in address.
12. Students should use library during offline lecture.
13. Use of apron /uniform is mandatory in laboratories.
14. Without prior permission of principal do not contact with any media or union.
15. College building, Furniture, Laboratory equipment's, sport goods are responsibility of every student's
16. Attendance for 15th August, 26th January, cultural activities, annual day, guest lectures is mandatory.
17. Before University exams students should submit no dues office, laboratory, library and Department.

18. According to UGC gazette No. 2009 Ragging is serious crime, if happens it will be restricted from college or imprisoned.

19. If any students misbehaving and involve in terrorism, will be restricted from college.

20. Keep campus clean and tidy.

E. Instruction to students: Forwarded by Shivaji University

1. Every student should see the complete syllabus prescribed for the concerned course and take note of all rules and regulations

2. Attendance of minimum 75% is essential.

3. Students shall follow all the rules and regulations of the University and college.

4. The facility to complete another degree through distance mode is available for every academic year.

5. The result of University examinations is available at university website

6. Students can avail the facility of revaluation after getting Xerox copy of the assessed answer book.

7. The students having confidence to have change in result due to verification or revaluation can take provisional admission subject to confirmation of change in result due to verification and revaluation.

8. Rules and regulations are available at the university website -, www.unshivaji.ac.in

10. Students should use only blue ink for all examination work except where permission otherwise permitted to use the other ink is given.

11. The present intake for the certified courses, BA, B.Com. , and B. Sc. is 120 students per division.

12. The tuition fees for above courses will be decided by University every year.

13. Examination calendar for University Examination is to be declared in the first week for complete year and student should verify the same and the same and if there is any change needed student should communicate it within fifteen days.

14. Separate, certificate of that course will be issued by the University for Additional Course, if that course is started through proper procedure.

15. University is not responsible for any loss or otherwise if students take admission to any course other than those approved by University.

16. Every student must possess the necessary student Identity Card issued by the respective college.
17. Every student should be member of student Insurance scheme.
18. Money/cash should be sent to University through DD payable to finance and Account Officer.
19. Take benefit of of C.O. Course/lead college activity.
20. The students, parents, citizens shall visit the University website www.unishivaji.ac.in for the same.

II. Code of conduct for Laboratory Entry:

1. Always wear an apron while working in the laboratory. This apron must be kept in the department while going out and should be taken away for washing purpose only.
2. Do not use the apron for wiping infected material.
3. Clean your hands thoroughly at the beginning and at the end of each laboratory. Disinfect your hands after dealing with infectious material.
4. Avoid taking your hands near to your face –eyes, nose or mouth and putting pen or pencil in your mouth during practical so that you can prevent from any infection.
5. Moistening labels with tongue and use of saliva while turning pages of books should be strictly avoided as a precaution against accidental infections.
6. Disinfect the working place of your table at the beginning and at the end of each practical period.
7. Handle microscopic carefully.
8. Report all incidents, breakages, prickling or cutting to the laboratory in charge immediately.
9. Do not eat or drink in laboratory.
10. Discard all used glassware such as test tube, pipettes, petridishes, glassslides etc.in areceptacle meant for it.
11. Do not take cultures, chemicals and any other chemical out of the laboratory without permission.
12. Always ensure that water, gas and electricity are turned off before you leave the laboratory.

III. Code of conduct for Gymkhana:

A. For Indoor Entry.-

1. Follow the rules from notice board.
2. For indoor use students should have Identity Card.
3. Students must register before entry in Gymkhana.
4. Take care of sports good used for practice.
5. Use sport shoes during practice.
6. Do not eat and drink in indoor hall.
7. Students should use indoor according to timetable.
8. Keep changing room and utensils clean.

B. General Rules for Players:

1. The player should have identity card daily in the college campus.
2. The player should attend all practices.
3. The players should actively participate all tournaments.
4. The player should not waste their time in watching T V and other activities.
5. the overall performance of Player should be satisfied.
6. The player should use leisure time in play any games.
7. The player should not commit any nuisance otherwise necessary disciplinary action will be taken against him. The final decision of the authority will be binding on him.
- 8 The player should not cause any damage of infrastructure and equipment's in department.
9. The player should see notice board regularly. No complaints will be entertained with regards to non-information.
10. The player should have due respect and politeness with faculty and administrative staff.
11. Without identity card will not provide to the players.

IV. Code of conduct for Hostel:

1. If student wants to cancel Hostel admission, she should apply within 15 days after the admission date.
2. After permission by Principal Admission will be cancelled and deposits will return.
3. Admission fee and student relief fund will not be return; students should submit the original receipt.
4. In every room, bed, table –chair and fan will be provided, students have to bring other required material.
5. The students should not cause any damage of infrastructure and equipment's in hostel.
6. Guest and parent will be allowed only during visiting hours with prior permission and registration.
7. Students should register in gate pass while going outside the hostel.
8. Do not change the rooms without permission.
9. Students should not use electronic gadget in the hostel.
10. Mess will provided by hostel management with additional mess bill.
11. Students should keep silence in the hostel campus.
12. Sport time will be 5.30 to 6.30 pm for indoor games.
13. Breakfast time will be 7 to 8.30 am , lunch time will 11am to 1.00 pm and dinner will be 7.30 to 8.30 pm.
14. Students should maintain silence in mess hall.
15. Students should present for prayer on 7.00 pm for attendance.
16. Cell phones are not allowed in hostel campus, cell phones should deposited in the office.

V. Code of conduct for Teaching Staff:

1. All staff members should be punctual in their duties.
2. All staff should note their attendance on biometric and sign the muster daily with I-card.
3. Late arrival for 10 minutes is permissible
4. Staff is not allowed for leaving the campus before working hours.
5. In case they are allowed to leave campus with prior permission of principal and by registration in activity register.
6. All staff members should apply for leave and submit the application form through Head of Department by reporting alternate arrangement to approve the leave from Principal. The approved form should submit in the institute office for record.
7. For duty leave proper proof must require and for medical leave certification of medical officer is essential.
9. Mobile phones should be switched off in the campus.
10. as per the government rules no staff shall take part in the political party or organization or assist any political movement or activity.
11. Staff should not use any institute asset for their personal use.
12. All staff should be sincerely worked for students and institute.
13. All staff should conduct lecture as per time table and should be punctual and regular for every lecture.
14. No teacher should engage, directly or indirectly in any private tuition or business.
15. Everyone should engage lectures, conduct of internal exams and maintain the file and personal file in proper format.
16. All should include innovative teaching-learning methodologies and innovative teaching aids.
17. Extra lectures, revisions should conduct for slow learners, as well guide and counsel the mentors allocated to them.
18. Staff should organize, co-ordinate, attend various seminars, workshop and conference or training programs.
19. Everyone should take initiative in all curricular and co-curricular activities of institute.

20. All staff should participate in research and development activities like consultancy, research papers, book publications etc.

VI. Code of conduct for Non -Teaching Staff:

a) Duties of Accountant:

1. Accountant should maintain all financial record of institute properly.
2. He should record all daily transactions.
3. To prepare budget of all departments and handle monthly, daily, annual closing.
4. To prepare tax returns and calculation of monthly tax payments of staff.
5. To prepare balance sheets, profit and loss statement.
6. To follow up yearly financial institutional audit.
7. To look after timely bank payments and bills.

b) Clerk:

1. To follow up admission process, scholarship form filling process and university examination process as per guidelines.
2. To keep official records like original documents of students, personal files of staff, service books safe.
3. To keep record of casual leaves, medical leaves and duty leaves of staff.
4. To issue bonafides, no dues, leaving certificates to students on demand of student and prior permission of higher authorities.
5. To maintain and regulate the computer operating systems, printers ,scanners and Xerox machines.
6. To updated dead stock of electronic instruments and communicate with sister institute Computronics to manage e wastage.
7. To look after daily routine activity like installation of antivirus, formatting of computers, network problems, printer problem and CCTV problems.
8. To renew software license regularly.
9. To keep purchase committee record and meeting minutes of Local management committees.

c) Peons:

1. To keep classrooms, office, laboratories all campus clean every day.
2. To attend the Principal and Accountant and clerk.
3. To move files from one table to another.
4. To provide tea /coffee to the guest and all staffs.
5. To operate Xerox machine.
6. To do outdoor official work like banking.
7. To make arrangements of meeting.
8. To help in the laboratories during practical hours and provide all necessary required material.
9. To keep cleanliness and arrangement of books in library.

VII. Code of conduct for Examination Department:

A) For Students:

1. Students should check the examination timetable from notice board or online must confirm.
2. They should arrive before 15 min. of examination time at examination hall.
3. Late coming for 30 min. will be permissible, however will not responsible for lost time.
4. Students should bring their identity card and hall tickets with them.
5. Writing pad, water bottle or any bags will not allow in the exam hall.
6. Students should not wear shoes or chapels in the examination hall.
7. Students may carry calculators and writing material only sharing of calculator and any material is not permitted.
8. Food is not permitted unless specific medicinal condition, however they can bring the water bottle with them.
9. If students bring bags and personal belongings like electronic watch or mobiles and books, it be left out of the examination hall on their own responsibility.

10. Students should read all the instruction on question paper thoroughly before they start writing.

11. Students are not allowed to highlight, to write , underline or to make note on question paper.

12. All rough work must be completed on answer book and crossed out. Pages must not be torn from the answer book.

14. If students found misbehaving during examination like copying from another student or introducing any written and printed material into examination hall will be punished by examination committee and may result in the police case, may put in lapses or may be restricted from college

13. If students have any queries or demand of supplement, they may ask the invigilator by raising the hand.

14. Students may not leave the examination hall within first 45 minutes of the examination.

15. All students must remain on their seats until their scripts have been collected by invigilator.

A) For Invigilators:

All staff members allotted for university examination are reminded of the following code of conduct.

1. The invigilator should present in the exam hall at least 20 minutes before examination time to know seating plans and to guide the students to settle in their allotted seats.

2. Invigilator should not carry text book or any other personal belonging to the examination hall.

3. He should not carry cell phone and I pads to the examination hall.

4. Invigilator should give all instruction to students before examination that, verify the answer book, its total no of pages or whether found defective. It can be replaced within 5 five minute before student start writing on answer seat.

5. Students are requested to verify question paper also whether all questions are printed proper and visible.

5. Invigilator must prevent students for coping and search the faults in the exam halls.

6. Invigilators should keep moving and watching the students carefully without seating at one place to prevent coping.

7. The invigilator work shall adjust to any other staff of the same cedar under unavoidable circumstances with prior permission of head of examination committee.