



SHREE SWARAJ EDUCATION SOCIETY'S  
**SWARAJ<sup>®</sup> COLLEGE OF COMMERCE AND COMPUTER STUDIES**

(Affiliated to Savitribai Phule Pune University and Recognized by Govt. of Maharashtra)  
(Affiliation ID: PU/PN/BBA, BCA/303/2008 • PUNCODE: CAAP013730 • College Code: 854)

**Leela Vasant Mitkari**  
(President)

**Dr. Babasaheb R. Sangale**  
(Secretary)

**Dr. S. N. Nanaware**  
(Principal)

**Outward No.**

**Date:**

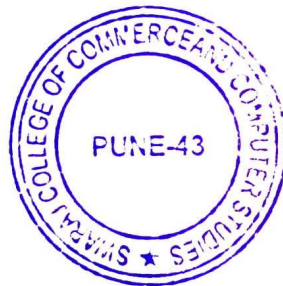
**Metric No. 7.1.10.**

**The Institution has a prescribed code of conduct for students, teachers, administrators, and other staff and conducts periodic programs in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. The Institution organizes professional ethics programs for students, teachers, administrators, and other staff**
- 4. Annual awareness programs on Code of Conduct are organized**

**CERTIFICATE FROM THE PRINCIPAL**

It is to certify that the code of conduct is displayed on the college website, and the induction program is organized for fresher's students every year. The principal, class guidance give the information of the rules and regulations of the college and university. The department head also conducts the program separately for newly admitted students and provides laws, regulations, and ATKT rules about the examinations.



**Principal**  
**PRINCIPAL**  
**Swaraj College of Commerce**  
**and Computer Studies**  
**Dhankawadi, Pune-43**  
**Dr. S. N. Nanaware**

Enclosures: Copy of Code of Conduct applicable to Stakeholders



S. No. 3, Krushnamai Society, Taljai Pathar,  
Dhankawadi, Pune - 411 043. MS INDIA



020 - 24360333



E-mail : swarajcollege@gmail.com



Website : www.swarajcollege.in



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### CODE OF CONDUCT FOR STUDENTS

1. The student must observe and strictly follow the disciplinary rules and regulations of the college.
2. The student should follow the academic calendar as per the instructions given by the principal and respective Head of the Departments.
3. Any act of indiscipline or misbehaviour by any student will attract severe punishments.
4. Damage to the college & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. The students shall only use the waste bins for disposing waste materials in classrooms, and offices to make the college campus free from plastic and other litter.
6. The students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. The students are strictly prohibited to bring and park four wheeler cars in the campus of the college.
7. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
8. The students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
9. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
10. All Educational tours or Industrial visits shall be accompanied by the teachers after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the management.
11. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
12. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
13. Every student must carry with him / her college I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the academic year.
14. I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
15. The student should collect his / her I- Card within 15 days from the date of admission.
16. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the college.
17. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
18. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.
19. Be scrupulously honest in all academic activities and with all the stakeholders of the college.
20. Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
21. Believe in loving, sharing and caring.
22. We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.





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23. The students are expected to wear college uniform regularly.
24. The students are expected to wear formal dress while on college campus.
25. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
26. Mobile phone is strictly prohibited in the examination hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.
27. Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012).
28. Cancellation of admission and also debarred from taking admission in any institution in India.
29. Withholding/Withdrawing scholarship / fellowship and other benefits.
30. Debarring from appearing in any test/examination or other evaluation process.
31. Withholding results.
32. Suspension / expulsion from the institution.
33. Collective punishment if larger number of students are involved in the act of ragging.
34. An FIR filed without any exception with local police station.
35. The student should be regular in attendance for all sessions during the day.
36. The student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
37. If the student is found irregular in attendance, disciplinary action will be taken.
38. The student coming late shall not be allowed to enter the class.
39. The student must report about the sickness to the college.
40. The students will not be allowed to remain absent for any mid-semester, term-end examination conducted by the college or continuous assessment conducted by teacher in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
41. Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
42. The student should complete all the Practical and Term – work such as Journals, Assignments and Projects.
43. The students must appear at the examination hall half an hour before the commencement of the examination.
44. The students should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
45. A student is permitted to bring the following items to an examination pen, pencil, and, if specifically permitted, non-programmable calculators.
46. All students should follow the rules of Savitaribai phule Pune University ordinance No. 257 dated on 5th October 2017 published by Board of Examination.
47. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
48. Expected to spend their free time in the Library/Reading Room.
49. The students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.





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## CODE OF CONDUCT FOR TEACHERS

### TEACHERS SHOULD:

1. adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
5. Maintain active membership of professional organisations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community Service.
9. Teacher should report to the college at least 10 minutes before the commencement of college timing.
10. Whenever a teacher intends to take leave, teacher should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
11. Once the subject is allotted teacher should prepare lecture wise lesson plan.
12. Teacher should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
13. Teacher should not involve himself/herself in any unethical practice while doing continuous assessment.
14. The teachers must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
15. The teachers should get the feedback from students and act / adjust the teaching appropriately.





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16. The teachers should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behaviour etc.
17. Every teacher should maintain academic record book.
18. The teachers should engage the full 50 minutes lecture and should not leave the class early.
19. The teachers should use "Information Communication Technology (ICT)" for effective delivery of lectures.
20. The teachers should encourage students asking doubts / questions.
21. The teachers should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
22. The teachers should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
23. The teachers should involve themselves in the preparation of experimental setup and upgrade the laboratory.
24. The teachers should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.
25. In problem oriented subject, regular tutorials have to be conducted.
26. The Tutorial problems to be provided to the students a week prior to the actual class.
27. Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.
28. All the teachers are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
29. The teachers are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
30. The teachers should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.
31. Teacher is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.
32. In addition to the teaching, the teachers should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.







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### CODE OF CONDUCT FOR NON-TEACHING STAFF

1. All staff of the college is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to college assets including all kinds of physical assets, movable and immovable property.
2. All the staff Members should follow the rules and regulations of the college as prevalent from time to time.
3. All staff shall devote their time and their best efforts for the progress of the college.
4. Staff should contribute to the vision, mission and goals of the college through engagement of working hours.
5. Staff must be punctual, sincere and regular in their approach.
6. Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
7. Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy or physical features, disability or impairment (physical disability or medical status)
8. Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve college goals.
9. Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
10. Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of SPPU.
11. Staff should take additional responsibilities if required as assigned by Principal.
12. Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
13. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
14. Accountant should establish tables of accounts, and assign entries to proper accounts.
15. Accountant should report to the Principal regarding the financial status of the college at regular intervals.
16. Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
17. Accountant should provide all the necessary account statements and documents for various committees of the institute.
18. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.
19. Student section staff ensure the eligibility of the students and prepare related documents to submit to Savitribai Phule Pune University within prescribed time limit.
20. Student section staff ensure the student document verification by Savitribai Phule Pune University within time limit.
21. Student section staff ensure to submit the student Pro-rata, eligibility and student insurance to Savitribai Phule Pune University.





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22. Student section staff ensure timely submission of examination forms to Savitribai Phule Pune University.
23. Student section staff ensure caste certificate/caste validity from concern divisional office.
24. Student section staff should provide all necessary student data to prepare various committee reports.
25. Establishment clerk should maintain service book of all staff of the Institute.
26. Establishment clerk should maintain college level/department level all document files,
27. Laboratory assistant should help the lab in-charge to carry out the lab related work.
28. Laboratory assistant should maintain attendance register.
29. Laboratory assistant should keep the setup ready before conduct of the practical.
30. Laboratory assistant should ensure the cleanliness of laboratories.
31. Laboratory attendant should help the lab assistant to carry out the lab related responsibilities
32. All class four staff (Peons and attendants) should report the college half an hour before the college time.
33. All class four staff (Peons and attendants) should maintain cleanliness of laboratories, class and staff rooms.
34. All class four staff (Peons and attendants) should do all the work assign by the Head of the department and other staff members.
35. All class four staff (Peons and attendants) should not leave the office until and unless the higher authority permits.

  
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