



Dnyaneshwar Gramonnati Mandal's

## Hon. BALASAHEB JADHAV ARTS, COMMERCE & SCIENCE COLLEGE, ALE


Tal. - Junnar, Dist.- Pune 412 411.

Affiliated to Pune University  
Id No PU/PN/ASC/097/1993  
(NAAC- Accredited 'B' Grade CGPA 2.80)

☎: Off.-(02132) 263078  
Fax No. - (02132) 262522  
E-mail - bjcollege\_ale@yahoo.co.in

### Code of Conduct for Students

1. A Student will not be appearing for university examination unless he/she fulfills the condition of 80% attendance.
2. Participation of every student in seminars group discussion, industrial visit, academic activities is mandatory.
3. The principal reserve the right to make necessary changes in the prospect as and when felt necessary
4. Various changes in the rules and regulation made by the government of Maharashtra and the university of Pune will be mandatory for all the students
5. Student should strictly obey the instruction given by the college authority from time to time.
6. The student should carry Identity Card regularly and should be produced when demanded by the authorities.
7. Any reported observed objectionable conduct of any student within out the premises of college will make him/her liable for strict disciplinary action.
8. Chewing Pan, Tobacco or Gutkha or smoking Cigarette is strictly prohibited if anyone is founded chewing or smoking college will take strict disciplinary action.
9. If some student will be found involved in ragging like mischief, he/she will be suspended from the college.
10. It is expected that student should see notice board regularly no complaints will entertain with regards to this non information.
11. It is compulsory to attain all tests, tutorials regularly conducted by subject teacher.
12. If student want to take leave it is must to take it with prior permission of class teacher.
13. If student reported to organize picnic, excursion trip, tracking in college time without permission of principal strict disciplinary action will be taken by the authority.
14. Any written material, objectionable material, exchanging answer sheet or supplement in examination hall is not allowed. Necessary action will be taken on these students.

  
Principal  
B.J.Arts,Commerce & Science College  
Ale,Tal.Junnar,Dist.Pune.Pin-412411



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### **Code of Conduct for Teachers**

1. Teacher should be in dress code along with ID as per decision of our management committee.
2. Teacher should respect dignity and right of students, other employees and college users while expression his/her opinion.
3. Teacher should motivate and promote students for their personal and professional development.
4. Teachers have to make their professional growth through study and research.
5. Teacher has to express his opinion without any hesitation in seminars, workshops, professional meetings etc towards the sharing of knowledge.
6. Teacher should perform his duty in the form of teaching, seminars, tutorials, practical's, research constantly and with dedication.
7. Teacher should actively participate in curricular, co curricular and extension activities
8. Teachers should discourage any form of discrimination towards individuals or groups for reasons of age, disability, sexual orientation, class, ethnicity, race, color, faith, marital status or gender.
9. Teacher should not be drunk or involve in drugs dealing while doing work in college. Action will be taken against them if any one fond.
10. Teacher should avoid making derogatory statements about colleagues especially in the presence of pupils, other teachers, official or parents.
11. It's teacher's responsibility of reporting to the concerned authorities in all matters that are considered to be prejudicial to the interests of the students and the development of the institution.
12. Teacher should respect Indian culture, be loyal to the school, community, state nation and develop positive attitudes towards it amongst students.

  
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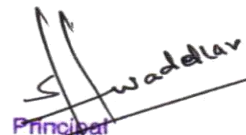
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### Code of Conduct for Principal

Subject to the supervision and general control of the Management, The Principal Executive and Academic Head of the College / Recognized Institution, shall be responsible for –

- 1) Academic growth of the College.
- 2) Participation in the teaching, research and training programmes of the College.
- 3) Assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
- 4) Admission of students and maintenance of discipline of the College.
- 5) Receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- 7) Correspondence relating to the administration of the College.
- 8) Administration and supervision of curricular, co-curricular / extra-curricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
- 9) Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 10) Supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- 11) Overall supervision of the University Examinations.
- 12) Observance or provisions of Accounts Code.
- 13) Maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
- 14) Any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
- 15) Preparation of institutional development plan for every five years with action plan of implementation.
- 16) Identification of avenues for resource generation.
- 17) Preparation for assessment, accreditation and academic audit of the college / institution.
- 18) Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
- 19) Working as mentor for teachers and administrative staff of the college.
- 20) Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT ingovernance and administration.
- 21) Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college.
- 22) Connecting college/institution with social needs.

  
Principal

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## Rules and Regulations for Library

1. Library follows the open access rule.
2. Students are expected to make the maximum use of the library and reading room facility facilities provided in the college.
3. Strict silence should be observed inside the library and reading room.
4. The library is kept open from 9.00 am to 5.00 pm on all days except Sunday and public holidays.
5. The identity card is to be produce for entry into the reading room and for the issue of books.
6. Each student will be issued a borrower's card against which books may be borrowed from the library.
7. Book must be carefully examined at the time of issue. The borrower will be held responsible for any damage detected later.
8. Marking in book, spoiling or causing damage to the binding etc. are punishable.
9. Book of reference and rare books will not be issued for used outside the library.
10. The loss of any book must be immediately reported to the librarian with his or her permission book must be replace by a new volume falling which its cost decided by the librarian must be paid.
11. Sub- lending of book is strictly forbidden.
12. A number of magazine and periodicals are available in the reading room. This can be borrowed from the library assistant and must be returned to her/him after reading students are not permitted to take them out of the reading room.
13. Tearing of picture or any other way of mutation of magazines, a book etc is a serious offence one who does so may be required to pay a fine or be deprived of the privilege of using the reading room.
14. Umbrellas, handbags and other personal belongings including books must be kept outside before entering the reading room.
15. All books issued from the library shall be returned without failure on or before the last working day of the academic year.
16. A student shall not returned a book for more than 14 days if the due date he/she shall pay a fine each day the book is kept beyond the period allowed. The book must be produced at the library for such renewal.
17. The librarian has the right to recall a book at the twenty four hours notice

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