



Karmaveer Shankarrao Kale Education Society's
**Sau. Sushilamai Kale Arts, Commerce and
Science College Gautamnagar**

Tal- Kopargaon, Dist- Ahmednagar

ISO- 9001-2015 Certified

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CODE OF CONDUCT

FOR

VARIOUS STAKEHOLDERS

Code of Conduct (Handbooks) For Various Stakeholders

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✓ **PRELUDE -**

Karmaveer Shankarrao Kale Education society's Sau Shushilamai Kale arts, commerce & science college, Gautamnagar is a reputed college situated in the heart of Kolpewadi city. It started in the year 2002 with barely 100 students. Since then it has surprised all by its quantitative and qualitative growth in the last 18 years. Our college has now come a long way since its inception. Presently, about 815 students are taking education in the college. The college offers various courses from graduation in various streams

Through education the area can dream of economic, cultural political and spiritual freedom, self-reliance and progress. Discipline; love for knowledge, research attitude, national integration, fraternity and democratic values are the practices followed by this institution. The college aims at opening almost all the horizons of educational opportunities to the aspirants from the area. Arts, Commerce and Science are streams to satisfy the variety of desires of the students. The activities and future plans of our institution are guided by its Vision and Mission that focus on making quality assurance an integral part of its functioning.

The programmes offered by the college and the curricula followed lead to Degree courses reflect the Institution's commitment to promote human and cultural values, knowledge of one's heritage, social responsibility, religious and secular life, modern methods of scientific inquiry, skills development in management and business.

✓ **VISION, MISSION AND OBJECTIVES -**

A. Our Vision -

To create academic excellence through skill oriented and value based education.

B. Our Mission -

To achieve a high order of excellence and scientific outlook in academics, culture and sports, and also to enhance social responsibility amongst the students.

C. Objectives -

- ✓ To provide quality education to rural youth.
- ✓ To provide a healthy environment for physical, intellectual, emotional and spiritual growth of students and staff.
- ✓ To develop a sense of discipline, environmental consciousness and human values among the students.
- ✓ To provide education to build a classless and caste less society.

✓ **CORE VALUES -**

Kr. Shankarrao Kale Education society's Sau Shushilamai Kale arts, commerce & science college, Gautamnagar is an institution which caters education to a large number of students belonging to different cultures, languages, religions and ethnic communities. The College is a Multi- disciplinary College which offers education in the field of Humanitie, Commerce and Science. Apart from traditional education, the College also endeavors towards growing human values and ethics among the students by encouraging them to participate in programmes related to society, environment, wild life etc.

The activities of the College are guided by a set of core values to which the College stands accountable. The core values that the College practice are

1. Respect

- Respect for all stakeholders of the College
- Respect for women
- Respect for seniors and aged people
- Respect the Country
- Respect for self

2. Excellence

- Excellence in the quality of imparted education.
- Creation of skill among the staff through regular
- Organization of Seminars/Workshops
- Excellence in inculcating value for society, environment and Country
- Excellence in ICT Enabled Teaching and Learning

3. Service

- Service to the students beyond classrooms like Counseling Classes, Remedial Classes etc.
- Service to the students to get placement
- Service to resolve problems of the students personally

4. Integrity

- Inculcate Cultural Integrity
- Inculcate Religious Integrity
- Inculcate Regional Integrity

✓ **HUMAN VALUE AND PROFESSIONAL ETHICS -**

Human values form the basis of all our thoughts, behavior and actions. They are the main anchor of our actions and guide towards our success. Professional ethics entails professionally accepted standards of personal and business behavior, values and guiding principles. Our institution instills human values and professional ethics into the minds of the students to facilitate development of holistic perspective among them towards their life and profession. The College conducts activities like Blood Donation Camp, Swachh Bharat Abhiyan, Fit India Abhiyan and other important awareness and outreach programmes in the areas close to the College campus. Students, teachers, Governing Body members and the support staff abide by specific codes of conduct to inspire professional ethics among the

students. The institution observes Independence Day, Republic Day and International Language Day to generate feeling of love and adoration towards motherland and among the stakeholders of the College.

❖ ***Code of Conduct for the Principal -***

- ✓ The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ✓ The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- ✓ The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- ✓ The Principal should form various college level committees which are necessary for the development of the Institute.
- ✓ The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- ✓ The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- ✓ The Principal should provide leadership, direction and co-ordination within the Institute.
- ✓ The Principal should periodically review this Code of Conduct. As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws or Meets or exceeds Institute standards and any weaknesses
- ✓ Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- ✓ The Principal is responsible for the development of academic programmes of the Institute.
- ✓ The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- ✓ The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- ✓ The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- ✓ The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- ✓ The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- ✓ The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.
- ✓

❖ ***Code of Conduct for College Development Committee***

- ✓ There shall be a separate College Development Committee comprising of the following members, namely:-
 1. Chairperson of the management or his nominee

2. Secretary of the management or his nominee
 3. One Head of department, to be nominated by the Principal
 4. Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
 5. One non-teaching employee, elected by regular non-teaching staff from amongst themselves
 6. Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
 7. Coordinator, Internal Quality Assurance Committee of the college
 8. President and Secretary of the College Students' Council
 9. Principal of the college - Member - Secretary.
- ✓ The College Development Committee shall meet at least four times in a year.
 - ✓ Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
 - ✓ The College Development Committee shall,-
 1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 2. Decide about the overall teaching programmes or academic calendar of the college
 3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
 4. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
 5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
 6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
 7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
 8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
 - ✓ Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
 - ✓ Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
 - ✓ Make recommendations regarding the students' and employees' welfare activities in the college
 - ✓ Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
 - ✓ Frame suitable admissions procedure for different programmes by following the statutory norms

- ✓ Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- ✓ Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- ✓ Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
- ✓ Recommend the distribution of different prizes, medals and awards to the students.
- ✓ Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
- ✓ Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

❖ ***Code of Conduct for Staff -***

A) Job Responsibilities and Duties of HOD

- 1) Providing leadership in both under graduate and postgraduate in relevant field of specialization
- 2) Consultancy services.
- 3) Teaching, laboratory development & writing of books.
- 4) Evaluations of tutorials, assignments, journals, answer papers.
- 5) Interaction with industry.
- 6) Continuing education activities.
- 7) Student's counselling.
- 8) Interaction with other institutions, Universities at state, national and international levels.
- 9) Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- 10) Publishing papers in national and international journals.
- 11) Review of academic activities of the department periodically.
- 12) To maintain dead stock, consumable registers with the help of lab in-charge
- 13) To display notices, mark sheets, attendance sheets etc. pertaining to the students
- 14) To send SMS regarding attendance, discipline and other activities with the help of class teachers.
- 15) Organize parents meet in association with Teacher & Parent.
- 16) Involvement in curricular, co-curricular and extra-curricular activities.
- 17) Any other duties assigned by the Principal from time to time.
- 18) Follow academic calendar

B) Job Responsibilities of Associate Professor/Assistant Professor

- 1) Teaching and ensuring attendance of students as per University norms
- 2) Planning and implementation of instructions received from Head/principal.
- 3) Student's assessment and evaluation.
- 4) Developing resource material for teaching and learning.

- 5) Extension of services to the industry and community.
- 6) Continuing education activities.
- 7) Curricular, Co-curricular and extra-curricular activities.
- 8) Publication of research papers, articles & Books
- 9) Participate in seminars/conferences/workshops.
- 10) Participation in departmental administration
- 11) Contribute to the activities sustaining accreditation of the institute.
- 12) Examination work pertaining to College University such as organizing supervision and assessment etc.
- 13) Arrangement of remedial coaching.
- 14) Upgrading of qualifications.
- 15) Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- 16) Any other duties assigned by the Management and Principal from time to time.

C) Job Responsibilities of System Administrator

- 1) To maintain the network and PCs.
- 2) To attend complaints received from students and staff regarding PC or the Network.
- 3) To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- 4) To assist the management in procurement of hardware, software and equipment.
- 5) To maintain internet connectivity and take steps to prevent misuse.
- 6) Any other duties assigned by the Principal/Head/Professor

D) Job Responsibilities of Lab. Attendant.

- 1) To ensure safety of the students in the laboratory.
- 2) To draw the lab schedules for the students and display on the board.
- 3) To record and maintain the attendance of the students.
- 4) To ensure discipline of the students in the laboratory.
- 5) To conduct lab examination as and when required.
- 6) To assist the faculty member in conducting lab sessions of their students.
- 7) To maintain the dead stock /consumable/semi consumable registers of respective laboratory.
- 8) To Maintenance of all instruments/equipments in the respective laboratories.
- 9) To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
- 10) To check at least once in a week working of instruments & equipments under laboratory.
- 11) To prepare the requirement of consumables for the lab and place indent for the same.

E) Job Responsibilities of Non-Teaching Staff

- 1) Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- 2) Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.
- 3) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- 4) Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- 5) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- 6) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- 7) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

F) Job Responsibilities of Librarian

- 1) To prepare and issue of Library cards to students and staff.
- 2) To follow up return of books issued to students and staff members.
- 3) To maintain fine collection register and instruct students to deposit the fine
- 4) To display new arrivals by photocopy of the cover page of the books and journals.
- 5) To receive international journals & magazines and highlight important articles & news.
- 6) To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- 7) To maintain the day wise records of visits of staff faculty members in library.
- 8) Display of cuttings of news papers on education /social matters on notice board
- 9) The list of requirement of books submits to the principal for further procurement.
- 10) To ensure discipline of the students in the library.
- 11) To effectively encourage faculty & student to use e-journals books keeping always in working condition.
- 12) Regularly under take binding of books which are damaged.
- 13) Any other matter assigned by Principal from time to time.

G) Job Responsibilities of Office Superintendent

- 1) Scrutinize Admission & Eligibility documents and registers of admission.
- 2) Supervise and maintain personal files of staff and faculty.
- 3) Maintaining P.F. account as the case may be.
- 4) Keeping discipline and work schedule of class IV employees.

- 5) Maintain casual leave register.
- 6) Maintain movement register for staff under office administration.
- 7) Organise printing of brochures and placement documents for the institute.
- 8) Assistant Principal in receiving guests and visiting dignitaries in a dignified manner.
- 9) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- 10) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 11) To maintain the records of scholarships of students.
- 12) To take care of biometric requirement.
- 13) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 14) Any other duties assigned by the principal from time to time

H) Job Responsibilities of Clerk

- 1) Checking website of Savitribai Phule Pune University, Pune.
- 2) Maintaining of personal files of teaching and non teaching staff.
- 3) Maintenance of attendance registers of teaching and non teaching staff,
- 4) Maintenance of service books.
- 5) Maintaining leave record of staff.
- 6) Completion of attendance of faculty and non teaching staff and forwarding the same to accounts section for preparation of payment.
- 7) Any other duties assigned by the Principal from time to time.

I) Job Responsibilities of Accountant

- 1) To prepare budget estimate of the college under guidance of Principal
- 2) To prepare documents for submission of six monthly and annual audit.
- 3) Allotment of Budgets to every department of the college.
- 4) HOD/section heads take periodical review of the same.
- 5) To verify bills for payment
- 6) To check the monthly pay sheet
- 7) To check the cash book daily
- 8) To file TDS returns
- 9) To hold custody of receipt books and vouchers.
- 10) To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- 11) To control and check the advance register and ensure timely recovery of advances.
- 12) To Settlement of journey claims and advances.
- 13) To prepare TDS statement and submit to Chartered Accountant.

14) Any other duties assigned by the Principal from time to time

J) Job Responsibilities of Examination Officer

- 1) To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior super visors in consultation with principal.
- 1) To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
- 2) To organize the filling of examination forms, revaluation & verification forms of students & submission to S.P.Pune University.
- 3) To obtain results of students and its distribution.
- 4) To send requirement of examination stationary to S.P.Pune University & maintaining its up to date records.
- 5) To arrange for online examinations as per schedule & instructions of university
- 6) To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
- 7) To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
- 8) To submit term work /oral practical marks to S.P.Pune University & time bound manner.
- 9) To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
- 10) To receive the examination stationery from Savitribai Phule Pune University, Pune & keep in the strong room.
- 11) Any other duties assigned by the Principal from time to time.

❖ Code of Conduct for Students -

- 1) Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem they should meet the principal or the vice-principal of the college.
- 2) Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
- 3) Students should have park their vehicles in the place allotted to them.
- 4) Students should not wander in the college campus by bunking the classes and practical's.
- 5) Smoking, drinking and chewing 'gutkha' is strictly prohibited in the college campus.
- 6) Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
- 7) Students should not click photographs in the college campus & avoid the use of cell phone strictly.

- 8) Students are prohibited from bringing any such weapons in the college which would physically harm others.
- 9) Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
- 10) Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
- 11) Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
- 12) The rules of the office and the library are mandatory for each student.
- 13) Students should not organize picnic on their own without the permission of the Principal and the Vice Principal.
- 14) If the students have any prejudices about the college he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and media.
- 15) No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
- 16) Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- 17) At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
- 18) The original certificates given to the college by the students will not be returned to the students'. The students should keep the attested copies of them before taking admission.
- 19) Action will be taken against students if it's found that they have made changes in any document on their own.
- 20) Students will not be allowed to found any board or associations without the permission of the principal.
- 21) It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.
- 22) Students should take admission in the college by filling in the form given by the college only.
- 23) Each student will be given an Identity card by the college. Student should stick a passport size photograph on it. He should show it if asked by the teachers, officers and administrative staff.
- 24) Students will be enrolled in the Second semester only if their behavior in the First semester is good.
- 25) Students should note that they have to take new admission every year.
- 26) Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
- 27) Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.

- 28) Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
- 29) Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
- 30) Students should not bring radio, camera or cell-phone in the college.
- 31) Bringing a dummy person as a parent in the college is an offence.
- 32) The Principal has the right to give admission or cancel it at any moment without giving any reason.
- 33) Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular “UGC Regulation No.f-18/2006 (CPPII) 4th March 2008 No.170. Such students will be expelled from the college. Legal action will be taken against them.
- 34) Students will not be allowed to change the faculty for any cause.
- 35) Nobody should meet the Student directly and they should enquire in the office before doing so.
- 36) It is the right of the Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.
- 37) The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C. in the college.
- 38) If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.
- 39) Dress code is compulsory for students of Senior College according to the order of the institution. Students should strictly follow all the above rules as well as any other rules made by the college from time to time.

▪ **DISCIPLINE –**

- ✓ The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- ✓ The student should follow the academic calendar as per the instructions of Head of the Department.
- ✓ Any act of indiscipline or misbehavior by any student will attract severe punishment.
- ✓ Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- ✓ Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- ✓ Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler ie cars in the campus of the institute.
- ✓ No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- ✓ Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.

- ✓ All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents o / Guardian of the students' and with the written consent of the management
- ✓ Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- ✓ Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

▪ **I-CARD -**

- ✓ Every student must carry with him / her college and campus 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 year.
- ✓ I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- ✓ The student should collect his / her I- Card within 15 days from the date of admission.
- ✓ 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 Institute.
- ✓ 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.
- ✓ If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

▪ **HUMAN VALUES -**

- ✓ Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- ✓ Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- ✓ Believe in loving, sharing and caring.

▪ **MOBILE PHONE -**

- ✓ The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- ✓ Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

▪ **RAGGING -**

Action to be taken against students indulging and A betting in 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)

- ✓ Cancellation of admission and also debarred from taking admission in any institution in India.
- ✓ Suspension from attending classes.
- ✓ Withholding/Withdrawing scholarship / fellowship and other benefits.

- ✓ Debarring from appearing in any test/examination or other evaluation process.
- ✓ Withholding results.
- ✓ Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- ✓ Suspension / expulsion from the institution.
- ✓ Collective punishment if larger number of students are involved in the act of ragging.
- ✓ An FIR filed without any exception with local police station.
- **ATTENDANCE -**
 - ✓ Student should be regular in attendance for all sessions during the day.
 - ✓ Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
 - ✓ If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class.
 - ✓ The student must report about the sickness to the Institute.
 - ✓ On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
 - ✓ 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.
 - ✓ The student should complete all the Practicals and Term – work such as Journals, Assignments and Projects.
- **EXAMINATION -**
 - ✓ Candidates must appear at the examination hall half an hour before the commencement of the examination.
 - ✓ Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Savitribai Phule Pune University, it will not be returned in any circumstance.
 - ✓ Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination. A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
 - ✓ All students should follow the rules of university ordinance No. 257 dated on 5th October 2017 published by university examination department.
- **GENERAL -**
 - ✓ Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action. Expected to spend their free time in the Library/Reading Room.