


# Navsahyadri Charitable Trust

## College of Education (B.Ed.& M.Ed.), Chakan

### DISCIPLINARY RULES FOR STUDENTS

- An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should behave with discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioural misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.
- Each student shall be bound by all the rules and regulations made by the College, the Governing body, UGC and by the Savitribai Phule Pune University from time to time.
- Ragging is strictly prohibited. Any student found indulging in ragging in any form, directly or indirectly, within or outside the campus would face strict disciplinary actions as per the Maharashtra Prohibition of Ragging Act, 1999 and UGC Regulations on curbing the menace of ragging, 2009, and shall also be liable to be rusticated from the College.
- Each student is required to apply for the issuing of Identity Card and the library Card from the Library, immediately after confirmation of his / her admission.
- No book from the library will be issued without the Library Card and the Identity Card.
- Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authority.
- Each student should wear the Identity Card while participating in any events like, sports, co-curricular and extra- curricular activity, industrial visits, competitions, seminars, workshops, conferences etc. at intra as well as intercollegiate level.
- Any student found misbehaving on the campus or behaving arrogantly, violently towards the faculty, staff or fellow students will be liable for disciplinary action and shall be severally punished.
- Smoking, use of alcohol or narcotic drugs, illegal possessions or use of weapons is strictly prohibited in campus. Any student found indulging in any such acts shall face disciplinary action which may extend to rustication of the student from the College.
- Students are required to take good and reasonable care of the College property. Any student found guilty of damaging or misusing the property, infrastructure, furniture, vehicles on the campus, books, equipment, computers etc. shall be liable for disciplinary action as well as reimbursement to the College for any loss or damage caused thereby.
- No student is allowed to paste, stick or put any notices, brochures, posters etc. on the notice board, walls, staircases etc. of the College without the prior permission from the concerned authority.
- No student or group of students can form any club, association etc. or organize event, activity etc. or collect any funds or subscription without prior permission of the Principal.
- No student or group of students can invite any person to address or entertain the students of the College, or interact with media on behalf of, or about the College without prior permission of the Principal.

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- No student or group of students is allowed to enter into verbal or written agreements or contracts that support to bind, obligate or create liability of any kind for the College. The College will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized acts.
- Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited, failing which the student will be liable for disciplinary action.
- No student is allowed to use any mobile phone or any other electronic gadget in the classroom, library, laboratory or Audio-Visual Hall without prior permission of the concerned authority. Carrying any valuables, or expensive mobiles, vehicles etc. on the College campus will be at the risk of the students and the College authority will not accept any responsibility of any loss or damages of such valuables of the campus.

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- Each student should be aware that the College shares the premises with other Institutes situated in the same campus and therefore it is the duty of each student not to cause disturbance to the lectures, programmes, activities or exams of such Institutes failing which the student shall be personally held responsible for such misconduct and the College authority will not accept any responsibility on his behalf and such student will be liable for disciplinary action.
  - Every student should read the notices displayed on the College notice boards, LCD screens, and College website from time to time. Each student should strictly follow the deadlines with respect to form-filling, application-submission, class attendance, examination schedules, class assignments etc., failing which the College will not be responsible for any loss incurred by the student thereby.
  - The College also reserves the right to take disciplinary action in any other appropriate situation not set out in these rules and the decision of the College authority shall be final and binding on each student.
  - Admission of a student will be cancelled at any point of time in case of –


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- ❖ Not submitting the required documents in time.
  - ❖ Failing to fulfill required eligibility criteria of the programme.
  - ❖ Submission of fake or incorrect documents.
  - ❖ Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire program.
  - ❖ Not paying the stipulated fees on time.
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- Students are required to apply 3 days in advance to obtain certificates or documents, such as, Bona fide Certificate, Transference Certificate, Concession forms etc. This will enable the College office to prepare and keep it ready.
  - The College authorities or Teacher will provide recommendation letter *only to those students who have been regular in classroom and participating in various College co-curricular and extra-curricular activities.*
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## RULES FOR ATTENDANCE

- Each student must have attended at least 80% of the total number of the lectures conducted in the class. The student will not be eligible to appear for the Semester-end & Annual University Examination if he fails to put in the required attendance.
  - Each student should be punctual and must be in the classroom at the commencement of the lecture.
  - Stipulated attendances, completion of assignments, mid-term Examination are mandatory components for becoming eligible to appear for the Semester-end & Annual Examination.
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## DISCIPLINARY RULES FOR TEACHING STAFF

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed by the SPPU, Pune University Acts, Govt. of Maharashtra Resolution, NCTE Resolution 2014, UGC Guideline & Trust Ordinances and Service Rules.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principal.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the college.
- All the staff members have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.

  
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## **DISCIPLINARY RULES FOR NON- TEACHING STAFF**

- Code of Conduct for non-teaching staff is mainly governed by the SPPU, Pune University Acts, Govt. of Maharashtra Resolution, NCTE Resolution 2014, UGC Guideline & Trust Ordinances and Service Rules.
- The normal working period for those in the category of non-teaching staff shall be from 9.30 to 5.30 p.m. with one-hour lunch break on all working days.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

  
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