

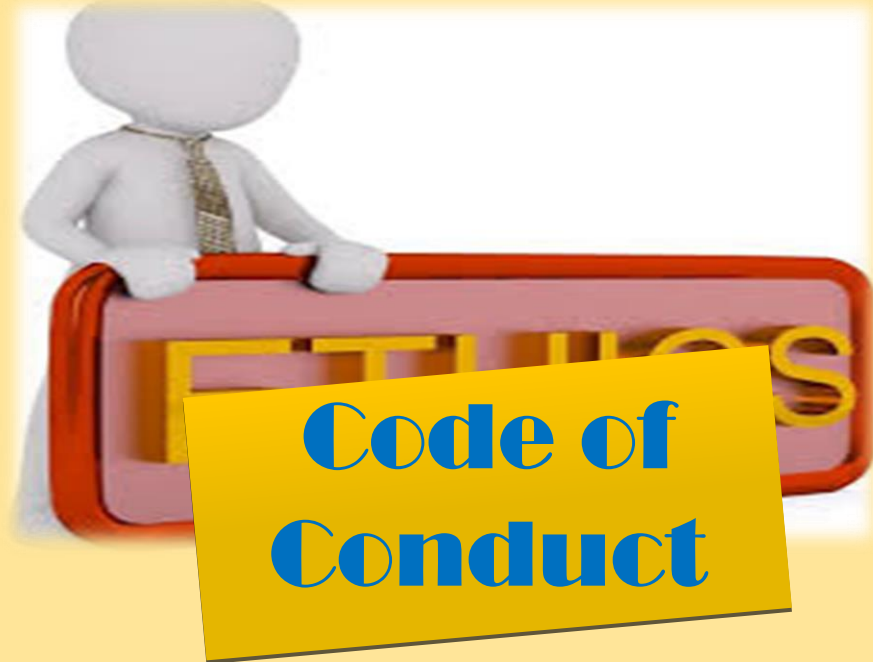
ज्ञान दीपेन भास्वता

Koyana education Society, Patan

## Balasaheb Desai College, Patan

(Affiliated to Shivaji University, Kolhapur)

NAAC Reaccredited (3<sup>rd</sup> Cycle) Grade : B+ (CGPA 2.68)



# **Balasheb Desai College, Patan**

## **Vision:**

Transforming the life of rural, hilly, earthquake prone population through quality higher education with new vistas of knowledge inculcating the spirit of self reliance and scientific temper

## **Mission:**

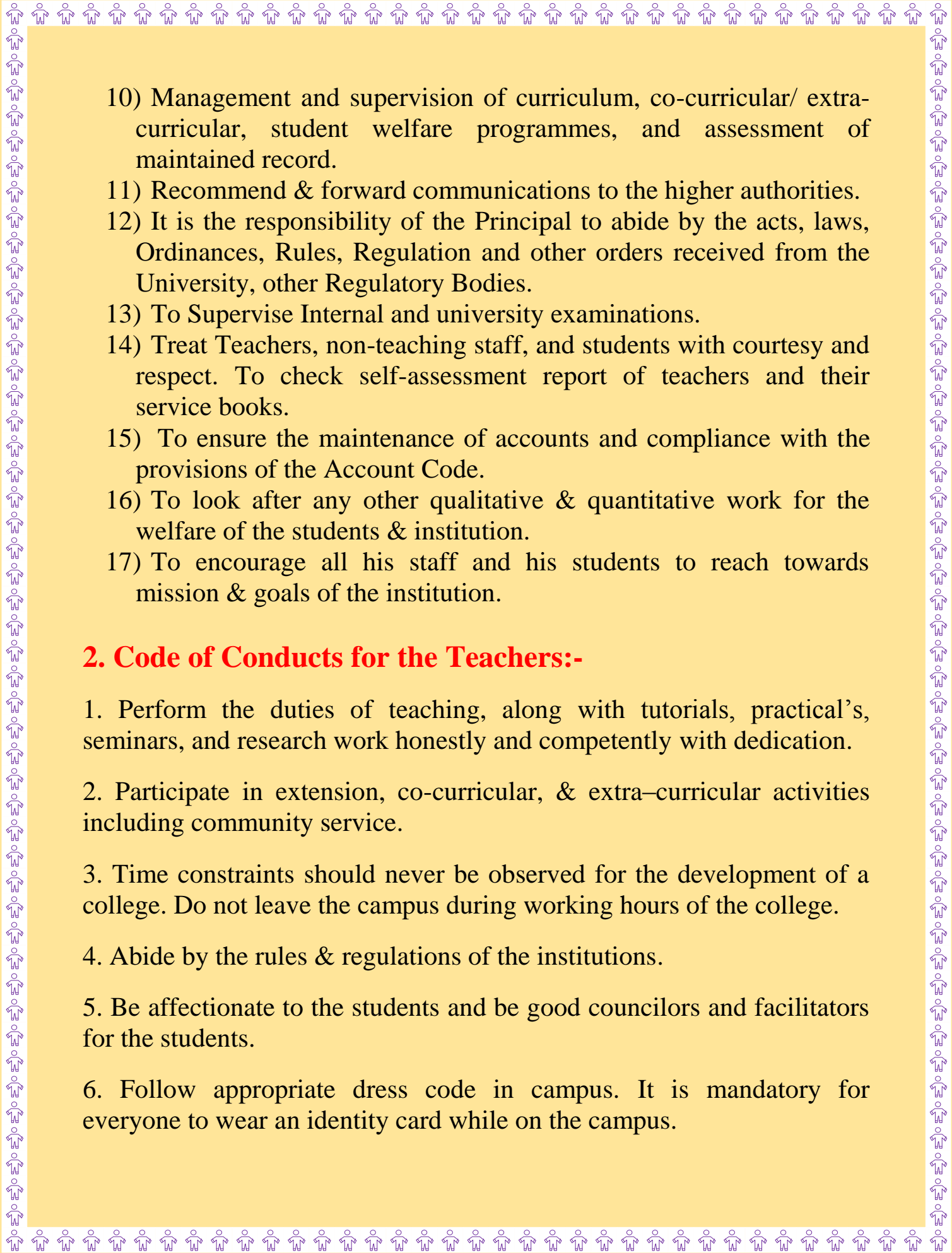
1. To impart higher education to the students from rural, hilly, earthquake prone region and channelize youth energy to undertake the task of upliftment of the society.
2. To acquaint the students with modern technology and trends, research and informatics to enable them to confront the challenges of competitive world.
3. To inculcate the awareness of Physical and Mental Fitness among students, faculties and society.
4. To empower the students through modern learning techniques and participation in curricular, co-curricular, extracurricular, extension activities and disaster management.
5. To create awareness among the students and society to conserve natural resources and wild life

## **Introduction:-**

Education is a social center where the future citizens of the country are formed. Therefore, for the development of this social center to take place in the right direction, it is equally important to have coherence in all the elements associated with it. So this social center needs a code of conduct. The college is affiliated with the state University & UGC. Therefore, the code of conduct assigned by the UGC & Maharashtra Public University Act 2016 is considered here.

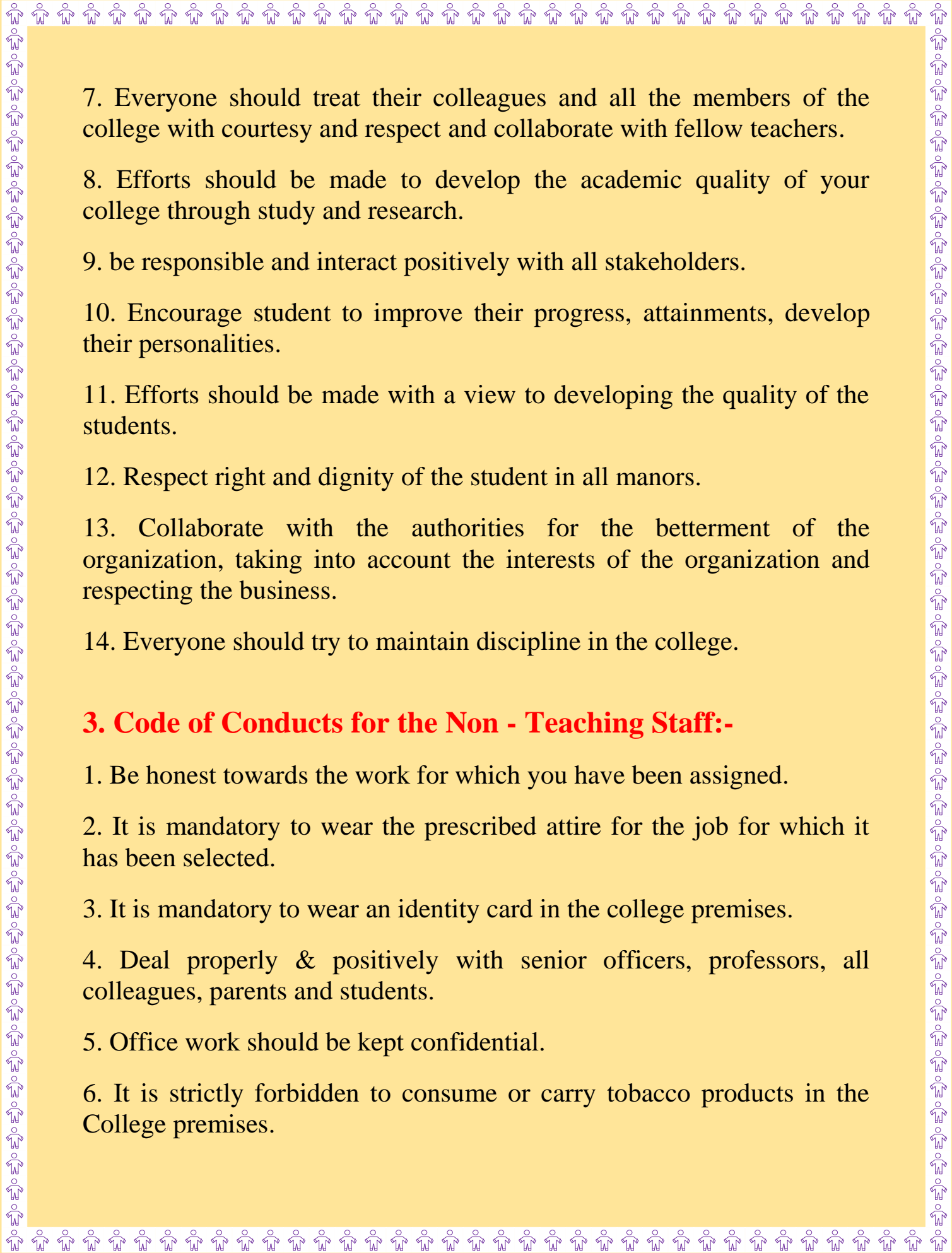
### **1. Code of Conduct for the Principal: -**

- 1) The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal.
- 2) Principal has to set goals and policies with new ideas & plan for enhancing the educational quality of the college.
- 3) To ensure that staff and students aware of rules, policies, procedures laid down by the college.
- 4) As a head of institution he will be fair & responsible for resolving all issues regarding discipline in the campus.
- 5) To monitor, manage administration of the institution and take remedial action based on stake holders feedback.
- 6) To ascertain all the programs enhancing the educational quality of the college is properly carried out by the convener of concerned committee, member & Students.
- 7) To manage and supervise supplementary studies, extra-curricular activities as well as student welfare activities along with the courses.
- 8) To promote and inculcate the teaching, research development activities and training programs in the college.
- 9) To assist for the educational programs such as refresher/ orientation courses, seminars, other training programs required for the academic quality of the faculty member.

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- 10) Management and supervision of curriculum, co-curricular/ extra-curricular, student welfare programmes, and assessment of maintained record.
  - 11) Recommend & forward communications to the higher authorities.
  - 12) It is the responsibility of the Principal to abide by the acts, laws, Ordinances, Rules, Regulation and other orders received from the University, other Regulatory Bodies.
  - 13) To Supervise Internal and university examinations.
  - 14) Treat Teachers, non-teaching staff, and students with courtesy and respect. To check self-assessment report of teachers and their service books.
  - 15) To ensure the maintenance of accounts and compliance with the provisions of the Account Code.
  - 16) To look after any other qualitative & quantitative work for the welfare of the students & institution.
  - 17) To encourage all his staff and his students to reach towards mission & goals of the institution.

## **2. Code of Conducts for the Teachers:-**

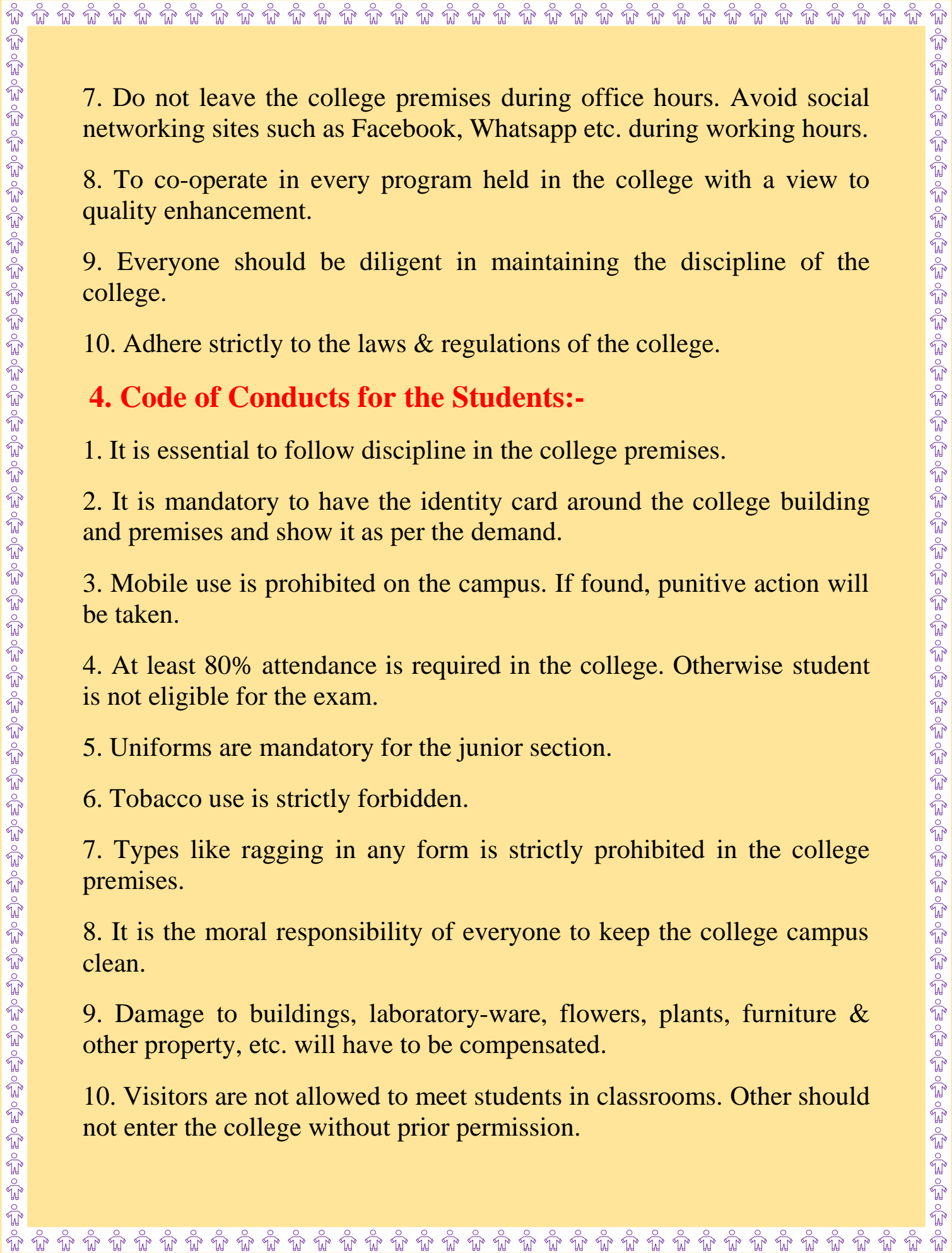
1. Perform the duties of teaching, along with tutorials, practical's, seminars, and research work honestly and competently with dedication.
2. Participate in extension, co-curricular, & extra-curricular activities including community service.
3. Time constraints should never be observed for the development of a college. Do not leave the campus during working hours of the college.
4. Abide by the rules & regulations of the institutions.
5. Be affectionate to the students and be good councilors and facilitators for the students.
6. Follow appropriate dress code in campus. It is mandatory for everyone to wear an identity card while on the campus.

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7. Everyone should treat their colleagues and all the members of the college with courtesy and respect and collaborate with fellow teachers.
  8. Efforts should be made to develop the academic quality of your college through study and research.
  9. be responsible and interact positively with all stakeholders.
  10. Encourage student to improve their progress, attainments, develop their personalities.
  11. Efforts should be made with a view to developing the quality of the students.
  12. Respect right and dignity of the student in all manors.
  13. Collaborate with the authorities for the betterment of the organization, taking into account the interests of the organization and respecting the business.
  14. Everyone should try to maintain discipline in the college.

### **3. Code of Conducts for the Non - Teaching Staff:-**

1. Be honest towards the work for which you have been assigned.
2. It is mandatory to wear the prescribed attire for the job for which it has been selected.
3. It is mandatory to wear an identity card in the college premises.
4. Deal properly & positively with senior officers, professors, all colleagues, parents and students.
5. Office work should be kept confidential.
6. It is strictly forbidden to consume or carry tobacco products in the College premises.



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7. Do not leave the college premises during office hours. Avoid social networking sites such as Facebook, Whatsapp etc. during working hours.
  8. To co-operate in every program held in the college with a view to quality enhancement.
  9. Everyone should be diligent in maintaining the discipline of the college.
  10. Adhere strictly to the laws & regulations of the college.

#### **4. Code of Conducts for the Students:-**

1. It is essential to follow discipline in the college premises.
2. It is mandatory to have the identity card around the college building and premises and show it as per the demand.
3. Mobile use is prohibited on the campus. If found, punitive action will be taken.
4. At least 80% attendance is required in the college. Otherwise student is not eligible for the exam.
5. Uniforms are mandatory for the junior section.
6. Tobacco use is strictly forbidden.
7. Types like ragging in any form is strictly prohibited in the college premises.
8. It is the moral responsibility of everyone to keep the college campus clean.
9. Damage to buildings, laboratory-ware, flowers, plants, furniture & other property, etc. will have to be compensated.
10. Visitors are not allowed to meet students in classrooms. Other should not enter the college without prior permission.

11. The notice written on the black board should not be over write or alter.

12. Maintaining peace in the library premises.

13. Students should not disturb while classes are in progress.

14. If, for any reason, the conduct of a student in a college is found to be detrimental to the interests of the college, the principal may ask the student to leave the college and this decision will be the final binding on the student.

16. Students are not allowed to communicate any information (Printing materials & pamphlets) without permission of principal.

17. Adhere strictly to the laws & regulations of the college.

### **Code of Conduct Committee**

<b>Sr. No</b>	<b>Name of the Teacher</b>	<b>Designation</b>	<b>Position</b>
<b>1</b>	Dr. S. D. Pawar	Principal	Chairman
<b>2</b>	Dr. P. Y. Phadnis	IQAC Coordinator	Member
<b>3</b>	Dr. Sau H. V. Kate	Convener Code of Conduct Committee	Member
<b>4</b>	Dr. D. S. Dange Patil	Physical Director	Member
<b>5</b>	Mr. D. D. Thorat	Exam Committee	Member
<b>6</b>	Mr. S. P. Patil	NCC Officer	Member
<b>7</b>	Mr. D. K. Revade	Physical Director (Jr.)	Member