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# SSR INSTITUTE OF MANAGEMENT & RESEARCH, SILVASSA

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*Empower Yourself @ IMR*

Affiliated to SavitribaiPhule Pune Univeristy, Pune

Approved by AICTE, New Delhi

Recognized by DTE, Maharashtra

**MB-6169**

**Code of Conduct  
Hand Book**

## **CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE**

- ❖ 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
- ❖ Decide about the overall teaching programmes or academic calendar of the college
- ❖ Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- ❖ Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- ❖ Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- ❖ Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- ❖ 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
- ❖ 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.
- ❖ Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

## **CODE OF CONDUCT FOR DIRECTOR**

- ❖ The Director should oversee and monitor the administration of the academic programme and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ❖ The Director should work as admission authority for the Institute to implement admission process as per prescribed norms.
- ❖ The Director should make strategic plan for overall academic development.
- ❖ The Director should discuss and approve financial estimates, annual reports, accounts and audit reports time to time with the concerned authority.
- ❖ The Director should plan the budgetary provisions and go through the financial audited statements of the Institute.
- ❖ The Director has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- ❖ The Director should form various college level committees which are necessary for the development of the Institute.
- ❖ The Director should encourage Teaching Staff to update their knowledge by attending seminars/workshops/conference.
- ❖ The Director should encourage Teaching Staff to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- ❖ The Director should provide leadership, direction and co-ordination within the Institute.
- ❖ The Director should periodically review this Code of Conduct. As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws, to meet or exceeds Institute standards and any weaknesses
- ❖ The Director should convene meetings of any of the authorities, bodies or committees, as and when required.
- ❖ The Director should Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- ❖ The Director should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.

- ❖ The Director 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 Director 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 Director should forward performance appraisal report of all Teaching Staff members of the Institute and submit it to the Management.
- ❖ The Director 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

## **CODE OF CONDUCT FOR TEACHING-TEACHING STAFF**

- ❖ The Teaching Staff should report to the college at least 10 minutes before the commencement of college timing.
- ❖ The work plan of teaching Staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by Institution.
- ❖ Whenever a Teaching Staff intends to take leave, the Teaching Staff should get the leave sanctioned in advance and with proper alternate arrangements made for class. In case of emergency, the academic coordinator must be informed with appropriate alternate arrangements suggested.
- ❖ Once the subject is allotted the Teaching Staff should prepare Study Plan.
- ❖ The Teaching Staff should get the Study Plan and course file - approved by Director. The course file should be maintained as per the prescribed format.
- ❖ The Teaching Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- ❖ The Teaching Staff 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.
- ❖ Every Teaching Staff should maintain academic record book.
- ❖ The Teaching Staff should engage the full 60 minutes lecture and should not leave the class early.
- ❖ The Teaching Staff should use "Information Communication Technology (ICT)" tools for effective delivery of lectures.
- ❖ The Teaching Staff should encourage students asking doubts /questions.
- ❖ The Teaching Staff should take care of slow learner students and pay special attention to their needs in remedial classes.
- ❖ The Teaching Staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- ❖ Every Teaching Staff demonstrate a high standard in teaching and learning by:
  - Engaging students in their learning working to achieve high level outcomes for all students
  - Maintaining records to manage, monitor, assess and improve student learning
  - Using research and student achievement data to inform professional practice

- Engaging in reflective practice and developing their professional knowledge and teaching skills
- ❖ Supporting the personal and professional development of others
- ❖ Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
- ❖ Assisting in developing and mentoring less experienced Teaching Staff members
- ❖ Accepting responsibility for their own professional learning and development
- ❖ Test, mid-term, prelim exams, submissions of assignment, presentation, viva and mock examination must be conducted as per the schedule.
- ❖ All the Teaching Staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- ❖ Teaching Staff are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Director.
- ❖ Teaching Staff should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- ❖ Every 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 extra-curricular activities.
- ❖ In addition to the teaching, the Teaching Staff should take additional responsibilities as assigned by Director in academic, co-curricular or extra-curricular activities.

## **CODE OF CONDUCT FOR STUDENTS**

- ❖ The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- ❖ Any act of indiscipline or misbehavior by any student will attract strict disciplinary Action.
- ❖ Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- ❖ Students shall only use the dust bins for disposing waste materials in classrooms to make the college campus free from plastic and other litter.
- ❖ 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 Teaching Staffs after obtaining necessary undertaking from the Parents / 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.
- ❖ Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations and 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
- ❖ If student has lost I-card, it should be reported immediately to office and the librarian with an application.
- ❖ Students must be cooperative with classmates and teachers on various academic and developmental activities in the campus as well as outside the campus.
- ❖ We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dresscode.

- ❖ Students are expected to wear college uniform regularly as per the schedule prescribed.
- ❖ Students are expected to be in decent dress code on casual days.
- ❖ The student should switch off their mobile phones while in the classroom and Library and during any event at Auditorium the mobiles are prohibited 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.
- ❖ Student must report the institute at 8.45 a.m. and present in the assembly.
- ❖ Student must punch in the biometric attendance machine at the time of entry as well as leaving the premise.
- ❖ Student must be regular in attending all lectures throughout the year.
- ❖ Student must seek permission in advance for any kind of absenteeism.
- ❖ Student should have at least 75% attendance in the Lectures of every subject
- ❖ 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 without Director's permission.
- ❖ 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. The student will be entirely responsible for such absence.
- ❖ 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 any authority during the examination, 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.



- ❖ Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- ❖ Students are expected to spend their free time in the Library/Reading Room.
- ❖ Ragging is strictly prohibited in the campus. If any student found involved in such kind of activities action will be taken against students indulging and abetting in 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.
  - Debarred 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.

## **CODE OF CONDUCT FOR ACCOUNTANT**

- ❖ Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- ❖ Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- ❖ Accountant should establish tables of accounts, and assign entries to proper accounts.
- ❖ Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- ❖ Accountant should provide all the necessary account statements and documents for various committees of the institute.
- ❖ Accountant should provide all necessary accounting documents and financial statements for yearly account audits.
- ❖ Accountant should carry audits at regular interval
- ❖ Accountant should maintain the proper record of petty cash account
- ❖ Should take additional responsibilities if required as assigned by Director

## **CODE OF CONDUCT FOR LOWER DIVISION CLERK**

- ❖ Should maintain the muster and leave records of all employees of the institution.
- ❖ Should maintain all document files.
- ❖ Should distribute and collect admission forms
- ❖ Should distribute I Cards to students and staff.
- ❖ Should ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed timelimit.
- ❖ Submit the student Pro-rata, eligibility and other required documents to Savitribai Phule Pune Univeristy as well as various regulatory authorities.
- ❖ Should take additional responsibilities if required as assigned by Director
- ❖ Provide all necessary student data to prepare various committeereports

## **CODE OF CONDUCT FOR CLASS IV EMPLOYEES**

- ❖ Peon should report the college on time.
- ❖ Peon should maintain cleanliness of office, classes, conference room, auditorium, computer lab and staff rooms
- ❖ Peon should do all the work assign by the staff members.
- ❖ Always carry I Card and wear proper uniform
- ❖ Peon shall not get involved in any anti social habits