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Code of Conduct Handbook

PART A

Student Code of Conduct: Rules and Regulations

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at Swarthmore College. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible infractions. Students violating any of the following are subject to disciplinary action. All sanctions imposed by the student conduct system must be obeyed or additional sanctions may be levied. For a complete description of the College's student conduct process, please see the section on Student Conduct Policies and Procedures.

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Smoking

Theft and Vandalism

Unauthorized Entry or Access

Unauthorized Use of College Facilities and Services

Violation of Local, State, or Federal Law

Weapons and Fireworks

Alcohol and Other Drugs

The unlawful possession, use, purchase, or distribution of alcohol on College property or as part of any College activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on College property or as part of any College activity.

Assault, Endangerment, of Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized. The director of student conduct, in consultation with the dean of students, will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication, or to refer it to the College Judicial Committee for adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

Banners, Chalkings, and Posters

Banners: Banners may only be hung on Clothier Hall's façade facing Parrish Beach, Cosby Courtyard, or Sharples Dining Hall. Banners hung elsewhere, including on Parrish Hall, will be removed. The standard maximum duration for banner display is one (1) week; groups are limited to one (1) banner reservation per

month. Priority is given to student organizations or community-wide events (e.g., Winter Formal, Large-Scale Event, etc.).

Requests for banner space must be made to the Office of Student Engagement five (5) business days in advance of the requested starting display date.

All banner designs must be reviewed by the Office of Student Engagement prior to installation. Once approved, students must deliver their banner to the Facilities Service Building by 2:00PM on the Friday before the start of the reservation to ensure their banner is properly hung and according to the schedule. Installations will not occur on weekends.

Banners must be no more than 8-feet wide and no more than 5-feet tall; made of vinyl or durable plastic or color-fast printed/painted fabric (hemmed); grommets should be present on the banner corners to ensure secure attachment to the wall; and a few short slits should be cut in the banner to inhibit the wind from catching and ripping the material.

Banners will be taken down by facilities on Monday mornings, and students must retrieve their banner from facilities no later than noon the following day. Failure to do so could result in banner disposal. Students acknowledge that a banner is at risk of being stolen, and the College is not responsible for such loss or damage. Free expression guidelines and policies apply to all banner spaces. Harassing, demeaning, uncivil expression, or threats of violence, whether anonymous or signed, will not be permitted. External advertisements and solicitations are prohibited.

Chalkings: Chalkings, by their very nature, are meant to be impermanent. Chalkings are permitted only on paved, outdoor walkways that are open to the rain. Walkways under porches or archways and vertical surfaces may not be used, and such chalkings will be washed away. Science Center outdoor blackboards are meant for dynamic use, being used while members of the community are present. Harassing, demeaning, uncivil expression, or threats of violence, whether anonymous or signed, will be washed away or removed without notice. Questions about particular chalkings or postings should be directed to the Office of Student Engagement.

Posters: All advertisements, flyers, notices, etc., constitute posters and may only be posted on public bulletin boards. Outdated posters must be promptly removed; anyone may remove outdated posters from public boards.

Recommended posting spots include the post office boards, bathroom stalls (not in the general room), residence hall bulletin boards, Sharples boards and tabling, and Clothier in Tarble boards. Masking or painter's tape is approved for use for securing the posters—duct tape is not allowed. Posters may not be placed on light posts, trash cans, buildings, walls, floors, doors, windows in doors, walkways, bike racks, hand rails, stairs, or trees, nor may they be placed on the assigned group bulletin boards in Parrish without permission from the group.

Posters need to be “signed” with a recognized student organization or the individual name of a matriculated student. No mentions or images of alcohol are allowed. If posters do not conform to these rules, they may be removed, and the individual or group may be fined or held financially responsible for damage.

Bullying and Intimidation

Bullying. Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended or any reasonable person should know would cause physical or substantial emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

- (i) substantially interfering with a community member's education, employment, or full enjoyment of the college;
- (ii) creating a threatening or intimidating environment; or
- (iii) substantially disrupting the orderly operation of the College.

Bullying is prohibited, and participating in such acts will result in disciplinary action.

Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being constitutes intimidation, is prohibited, and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be subject to disciplinary action.

When bullying or acts of intimidation occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Sexual Assault and Harassment Policy.

Disorderly Conduct

Students at Swarthmore College have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means.

These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and/or essential operations of the College. Disorderly conduct is not permitted.

Violation of the orderly operation of the College includes, but is not limited to:

1. Excessive noise, which interferes with classes, College offices, residence hall neighbors, or other campus and community activities;
2. Unauthorized entry into or occupation of a private work area;
3. Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
4. Failure to maintain clear passage into or out of any College building or passageway, and/or work space;
5. Failure to disperse when a building, office, or campus space is closed; and/or
6. Other conduct that disrupts the normal operations of the College.

Events and Parties

The College defines an event as an academic, intellectual, cultural, and/or social gathering, which is open to all or a registered group of, current Swarthmore students, in a designated campus space in which alcohol may/may not be present for the entirety of the event. Funds and approval for College events can be obtained through the Student Budget Committee (SBC) or other funding sources and approved through the Office of Student Engagement at least two (2) weeks in advance of the event.

The College defines a party as a social function where alcohol may be served, regulated by the Alcohol Permit, in a designated campus party space and more than ten (10) students are present. **Unless specifically authorized in writing by the Director of Student Conduct, no College funding may be used to purchase alcoholic beverages** (written authorization may be given for senior only events, associated with senior week/senior class only events at off-campus locations where all participants are over 21 years old).

A College party may be held on- or off- campus and may only be sponsored by Swarthmore students. All parties held on-campus are automatically subject to this policy. If an individual and/or organization holds a party off-campus they may be subject to the student code of conduct and/or Pennsylvania state law.

If held off campus, a party becomes subject to this policy if either of the following conditions are met:

1. College funds or funds from the Social Affairs Committee (SAC) of Student Council or the SBC, or from any approved student organization, are used in whole or in part to sponsor the event. This includes expenses that are reimbursed at a later time.
2. The social function is broadly advertised on campus in such a way as to invite student attendance. This includes verbal, written, or electronic personal invitations to individual students.

Failure to Comply

The College expects students to comply with the directions of law enforcement officers or College officials acting in the performance of their duties.

Furthermore, the College expects students held responsible for Student Code of Conduct violations to fully comply with all disciplinary sanctions imposed by the College. A responsible student's failure to comply with imposed sanctions or any related directions of a College official in the performance of their duties will be subject to further disciplinary action.

False Representation

A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Fire Safety

Open flames, including the burning of candles, incense or other unauthorized objects, are not permitted in residence halls or any other unauthorized area of campus.

Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment are prohibited and are a violation of state law. Any student who causes an alarm to be set off for improper purposes may be liable for the expenses incurred by the fire department(s) in responding to the alarm, in addition to any fines, charges or sanctions that may be applied for violation(s) of this policy.

If no individuals accept responsibility when a violation of this policy occurs in a residence hall, all residents of that residence hall may be subject to fines and charges for costs incurred by the College and/or fire department(s).

Fire drills are held on a regular basis. Directions for fire drill procedures are posted in every building. Hallways and stairwells must be kept clear of bicycles, trunks, and furniture, and may not be used for storage. Items impinging on free movement in public spaces, including halls and stairways, will be removed (including cutting locks, when necessary) and their owners may be charged for their removal.

Students are financially responsible for damages resulting from reckless conduct or violation of this policy. Any student in violation of the College's fire safety rules (e.g., unauthorized candle/incense/object burning, tampering with fire safety equipment, etc.) may be subject to restitution and replacement costs, a fine, adjudication through the student conduct process, or other reasonable resolution as deemed by the student conduct administrator.

Discrimination, Including Harassment, Based On A Protected Class

Discrimination, including harassment based on a protected class is defined as unreasonable, unwelcome conduct that is based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other College-recognized protected classification. This type of discrimination can occur in any form and can be directed at individuals or groups. When appropriate, minor infractions can be resolved informally and with remedial steps, including training, counseling, or mediation. When this discrimination objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person's educational opportunities, peaceful enjoyment of residence and community, or terms of employment, it is subject to disciplinary action, up to and including expulsion/dismissal. In all cases, the College encourages individuals to seek support and assistance as soon as discriminating conduct occurs. Before any conduct can be considered for the student conduct process, it must be clear that no

substantial free expression interests are threatened by bringing a formal charge of discrimination. If a person has been subject to discrimination including harassment on the basis of a College-recognized protected classification as described above, the student should consult with the director of equal opportunity and engagement for guidance.

The College's Sexual Assault and Harassment Policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, physical assault, and stalking, discrimination.

The College's Sexual Assault and Harassment Policy applies to sexual misconduct of all forms, including sexual violence, sexual and gender-based harassment and stalking, and intimate-partner violence.

If a person has been subject to sexual misconduct in any form, the person should consult with the Title IX coordinator for guidance and resolution of sex or gender based complaints under the Sexual Assault and Harassment Policy.

Hazing

Hazing by College community members in any form is prohibited, whether the activities occur on or off campus. The College supports and will strictly enforce the Commonwealth of Pennsylvania's anti-hazing law, Act 175 of 1986.

This law defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health and

safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

Individuals and/or organizations as a whole found in violation of this policy will be subject to disciplinary action, in addition to any liabilities faced under Pennsylvania’s anti-hazing law.

Retaliation

The College will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of College policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.

Retaliation should be reported promptly to the senior class dean and director of student conduct and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

Sexual Misconduct, Including Sexual Harassment, Sexual Assault, Sexual Exploitation, Indecent Exposure, Intimate-Partner Violence, Dating Violence and Domestic Violence, Retaliation, Stalking, and Other Misconduct that is Sex or Gender Based, or in the context of an Intimate Partner Relationship Including: Bullying and Intimidation, Stalking, Physical Assault and Discrimination

Swarthmore College is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment. The College seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, the College recognizes that all who work and learn at the College are responsible for ensuring that the community is free from discrimination based on sex or gender, including sexual assault, sexual harassment, stalking, and intimate-partner violence. These behaviors threaten our learning, living, and work environments and will not be tolerated.

The College's Sexual Assault and Harassment Policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, physical assault and stalking, discrimination.

Smoking

Smoking is prohibited in all indoor spaces throughout the College, including meeting rooms, lounges, offices, and residence halls. A Rs. 250 fine in addition to other potential penalties, including exclusion from campus housing, will be charged for violating this policy. Altering smoke detectors creates danger for all building occupants and will be met with disciplinary action.

Theft and Vandalism

Theft, negligent, intentional, or accidental damage to personal or College property is prohibited, as is possession of stolen property. Restitution will be charged to the appropriate student(s) and may warrant College disciplinary action. In the event that damage occurs in residence-hall common space for which no one assumes responsibility, restitution may be divided equally among all residents of that

hall. Administrative fees will be added if students do not comply by the end of the semester.

For damage that occurs during a student event in a space other than a residence hall and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization will be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed College buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Climbing on any College building or College-owned structure or being present on building roofs is prohibited without authorization. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys is against College policy. Participation in any of these activities may subject a student to fines and/or further disciplinary action.

Unauthorized Use of College Facilities or Services

The unauthorized use of College property, including but not limited to College buildings, spaces and grounds; College documents and records; or College furnishings, equipment and materials, is a violation of College policy and is subject to disciplinary action. The Acceptable Use Policy under Academic Policies provides guidelines for use of College computer systems and networks.

Violation of Local, State, or Federal Law

Any violation of local, state, Contral, or international law may subject a student to College disciplinary action. A pending appeal of a conviction shall not affect the application of this rule.

Weapons and Fireworks

No student may possess or use a firearm on Swarthmore College property or its environs. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on Swarthmore College property or its environs. Items such as knives that could be viewed as weapons are forbidden.

PART B

Teaching Staff-

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
5. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
6. Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
7. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
5. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

Leave

1. Prior written permission is required from the Principal / atleast a day in advance while availing CL or OD.
2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL / RH on a particular day.
3. Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.
4. Half a day CL will not be sanctioned.
5. 12 days of causal leave can be availed in a calendar year.
6. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
7. All must report for duty on the reopening day and the last working day of each semester.
8. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.

9. Study leave for higher studies will be granted at the discretion of the management.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.

2. Staff members are encouraged to take up Research projects.

3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.

4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.

5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.

2. Teachers Associations should not be formed without the permission of the Management.

3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.

4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.

5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.

6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.

7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity badges while inside the college premises.
10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
11. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
12. Each Department Association must conduct atleast three special meetings in each semester.
13. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
14. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
15. Unless it is urgent, any representation in person to the Principal can be made only after College hours (2.20 p.m)
16. For making any representation to the Principal, teachers should desist meeting the Principal as a group.
17. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
18. Duties and Service conditions (standards of conduct) of the Teachers as framed under Sec.18 (2) of Tamil Nadu Private Colleges (Regulation) Act, 1976 are to be followed.
19. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

20. Vice Presidents of Associations should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.

21. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

Disciplinary Action

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

PART C

Non-Teaching Staff

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty atleast 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff should wear the Uniform provided by the Management.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. 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.
7. 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.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.