

## CENTRALISED COMMITTEE CODE OF CONDUCT

“CENTRALISED COMMITTEE” comprising of Sandeep Gaikwad, Principal, Vice-Principal, Registrar and HODs prepares code of conduct Handbook for the Students, Staff, Parents and Visitors of ICCS. Students studying at ICCS, Staff of ICCS, Parents and Visitors are required to abide by this Handbook and all rules and regulations as prescribed in the code of conduct as well as those that may be prescribed by the “CENTRALISED COMMITTEE”.

### Objective of Centralised Committee Code of Conduct

- To Prepare code of conduct handbook
- Publish and circulate handbook on website as well as to all stakeholder of ICCS.
- To ensure all the stakeholders are following guidelines given in code of conduct handbook if not statutory action should be taken.

### Composition of Centralised Committee Code Of Conduct

#### List of The Members Of Centralised Committee A.Y. 2021-2022

Sr. No.	Member	Designation	Email-id
1	Mr. Sandeep Gaikwad	HR Director	sandeep_g@indiraedu.com
2	Dr. Prakash Pandare	Principal	principal@iccs.ac.in
3	Dr. Janardan Pawar	Vice-Principal	janardanp@iccs.ac.in
4	Prof. Shivendu Bhushan	Vice-Principal	shivendu@iccs.ac.in
5	Dr. Nalanda Wani	HOD-BBA	Nalanda.wani@iccs.ac.in
6	Dr. Thomson Verghase	HOD-BBA	Thomson.verghase@iccs.ac.in
7	Mr. Saurbh Pandey	Registrar	saurabh.pandey@iccs.ac.in



  
Yours Faithfully

PRINCIPAL

Indira College of Commerce & Science  
Tathwade, Pune - 411 033.

## **HUMAN VALUES AND PROFESSIONAL ETHICS**

### **CODE OF CONDUCT(HANDBOOK) FOR ALL STAKEHOLDERS**

#### **PREAMBLE:**

It is hereby notified and informed to all concerned that office of ICCS, Tathwade, Pune, has prepared a code of conduct Handbook for the Students, Staff and Visitors of ICCS. Students studying at ICCS, Staff of ICCS and Visitors are required to abide by this Handbook and all rules and regulations as prescribed in the code of conduct as well as those that may be prescribed by the "CENTRALISED COMMITTEE" comprising of Sandeep Gaikwad, Manish Patel and Dr. Janardan Pawar through email or other modes from time to time.

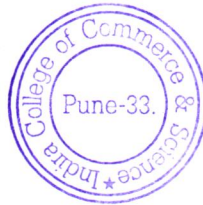
Date of Publication: June 2021

Yours Faithfully,



**PRINCIPAL**

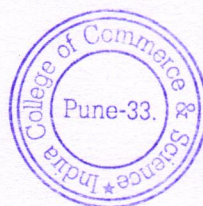
Indira College of Commerce & Science  
Tathwade, Pune - 411 033.





## CODE OF CONDUCT FOR STUDENTS

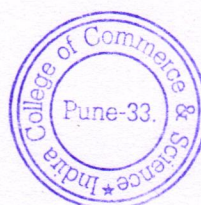
- It is mandatory for the students to wear ID cards inside the college campus and shall produce them as and when demanded by the Principal, teachers, office staffs and security staff.
- Staff members/Discipline Committee shall have the powers to deny admission to students to classes/office/ labs/library/ meetings/cultural programs and other programs in the case of violation of the rules of the college.
- Students should not go outside the college during class hours. In the event of unavoidable necessity, they should seek special permission from the Principal/ Head of the Department.
- Students shall not enter classrooms other than their own.
- Students who happen to have no class should not loiter in the corridors or campus during class hours. They must go to the Library and engage themselves constructively.
- Students shall always keep dignity and decency in dressing. Students should be in formal dress code while on campus. Students must wear uniform on the prescribed occasions.
- No student shall use or keep in possession alcoholic drinks or drugs. If found guilty they will have to face disciplinary actions including expulsion of the student from the college and hostels.
- Using Mobile phones shall not be allowed while attending lectures and practical. Violating this rule will lead to disciplinary actions including seizing of mobile phones.
- Students shall not disfigure the classrooms, laboratories, compound walls, furniture, floors, roofs and buildings in the college campus by pasting posters or writing on them using ink, paint or any other materials. Mass fine will be imposed from students of the particular class, violating this rule.
- Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the Prevention of Damage to Public Property Act 1984.



A handwritten signature in blue ink, consisting of stylized loops and strokes.



- No student shall bring into the college campus or hostels any banner, flag, board, notice, pamphlet or other such materials for purpose of any political activity of student organizations or other organizations.
- Banners, posters, hoardings, cut-outs, flex boards, flag posts or any other things of temporary or permanent nature shall not be erected, installed, or placed within the campus or at the college gate without the permission of the college authorities.
- Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
- Political activities and the functioning of student organizations are strictly banned in the Campus. Unofficial meetings, strikes, demonstrations, agitations, and fund collection are strictly prohibited. Students who violate the above rules are liable to be dismissed from the college summarily.
- Photography/ video/ audio recording and playing in the campus is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.
- Students should wear Helmet while driving their vehicles. Students have to park their vehicles at the allotted place at their own risk. Stunting and racing of vehicles within the campus are strictly banned.
- The Security Personal/ designated college staff are authorized to inspect the records of the vehicles entering the campus and register the details in the gate register.
- Ragging is prohibited by law. Students shall not indulge in any such activities. It is strictly banned in the campus by law in force.
- It is mandatory as Per Honorable Supreme Court & UGC/MHRD regulations that all students fill in an antiaging undertaking each year. Undertaking should be filled ONLINE at [www.antiragging.in](http://www.antiragging.in) or [www.amanmovement.org](http://www.amanmovement.org)
- The principal or other duly constituted college or hostel authorities may frame and issue from time to time disciplinary rules of permanent or temporary character, regulating the conduct of students within and outside



A handwritten signature in blue ink, consisting of stylized loops and strokes, positioned to the right of the circular stamp.

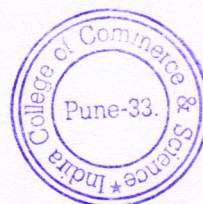


the college and the Hostel Premises with a view to maintaining the credit and reputation of the college and the hostels.

- The Principal shall have the power to inflict the following punishments: fine, loss of attendance, loss of term certificate, suspension, compulsory issue of T.C. and expulsion, in case of any kind of violations.
- The college authority reserves the rights to amend, repeal or modify any of the above rules.

### **CODE OF CONDUCT FOR TEACHERS**

- Every teacher should follow the Institution policies for attendance and Leave.
- Teacher should not absent himself/herself from duties at any time without prior permissions from the higher authorities.
- Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College management from time to time.
- Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- Any teacher should not accept any honorary or other assignment given him/her by any external agency without the prior permission of the college management.
- Any teacher should not associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of teaching profession.
- Teacher should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- Teacher should not participate in any strike or demonstration and/or indulge in any criticism of college management policy or of the Government for any reason.
- Any teacher should not accept bribe and/or any form of gifts from students.



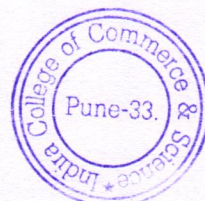
A handwritten signature in blue ink, consisting of stylized, flowing letters.



- Teacher should not act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the college campus.
- Teacher should not incite, provoke or instigate any students or any other member of the staff into any form of action against college management, or that seeks to disrupt the academic activities of the college.
- Teacher members who are going out for official duty should seek permission from concern authority.
- Every Teacher must follow the instructions given in appointment letter.
- The college authority reserves the rights to amend, repeal or modify any of the above rules.

#### **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

- Every staff should follow the Institution policies for attendance and Leave.
- Staff should not absent himself/herself from duties at any time without prior permissions from the higher authorities.
- Every Staff shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College management from time to time.
- Every Staff shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- Any Staff should not accept any honorary or other assignment given him/her by any external agency without the prior permission of the college management.
- Any Staff should not associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of teaching profession.
- Staff should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- Staff should not participate in any strike or demonstration and/or indulge in any criticism of college management policy or of the Government for any reason.



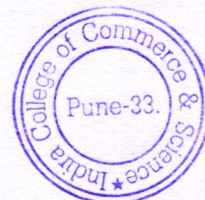
A blue ink handwritten signature, appearing to be "V. S. Joshi", written in a cursive style.



- Any staff should not accept bribe and/or any form of gifts from students.
- Staff should not act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the college campus.
- Staff should not incite, provoke or instigate any students or any other member of the staff into any form of action against college management, or that seeks to disrupt the academic activities of the college.
- Staff members who are going out for official duty should seek permission from concern authority.
- Every staff must follow the instructions given in appointment letter.
- The college authority reserves the rights to amend, repeal or modify any of the above rules.

#### **CODE OF CONDUCT FOR PARENTS**

- The Parent's or Guardian of wards can meet to the Principal, HOD, Class Teacher, Subject faculty and their wards in working hours.
- They can visit Administration office, Account department in working hours.
- They need to produce I-Card as and when demanded by the security staff.
- They should collect gate pass by mentioning the person name they want to meet as well as reason of meeting.
- Parent should not create any political pressure on the authorities for any of the reason.
- They should wait in the waiting area till the concerned person is available.
- If the concerned person is not available, they can contact to the person on phone. They can collect phone number on reception of the Department.
- If they cannot meet personally they can contact through phone or email.
- They should leave the premises after the meeting of the concerned person.

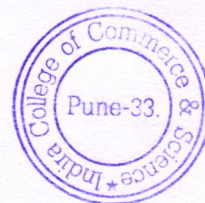


A handwritten signature in blue ink, consisting of stylized, flowing letters.



## CODE OF CONDUCT FOR VISITORS

- Visitors need to shall produce I-Card as and when demanded by the security staff.
- Visitors need to fill all the details in the register kept at security gate.
- Visitors should Park their vehicle at the visitors parking.
- Visitors should not loiter in the campus, should directly meet the person with his/her prior appointment.
- Visitors should not disturb the classes, practical and daily activities going in the campus.
- Students from other institutions and outsiders shall not meet the Principal and staff members or interact with students of the college inside the campus without the prior written consent of the Principal.
- Visitors including police and media shall not enter the campus without the permission of Principal.



A handwritten signature in blue ink, appearing to be "S. S. S.", written over a light blue circular stamp.