

# Indira College of Commerce and Science, Pune

## Human Values & Professional Ethics

### Code of Conduct (handbooks) or various stakeholders

**PREAMBLE:** It is hereby notified and informed to all concerned that Office of ICCS, Thatwade, Pune, has prepared a Code of Conduct Handbook for the Students & Staffs of ICCS. Students studying at ICCS 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 **CENTRALIZED COMMITTEE** comprising of **Sandeep Gaikwad, Manish Patel & Dr. Janardan Pawar** through mail or other modes from time to time.

Sr.No	Title	Date of Publication	Follow Up (Maximum 100 words)
1.	Model Code of Conduct for Students	2020-21	<p>(i) Students are expected to conduct themselves at all the times in the classroom and on campus in a manner that enables them to qualify as responsible citizens.</p> <p>(ii) <b>Cheating</b> involves violating recognized norms for academic inquiry or specific norms established by faculty for particular assignments or using other methods, including technology, to gain unearned academic advantage.</p> <p>Examples of cheating include but are not limited to the following:</p> <ul style="list-style-type: none"><li>• unauthorized collaboration</li><li>• using materials not permitted during an exam, when writing a paper, or in completing other assignments</li><li>• receiving assistance beyond what is permitted</li><li>• manufacturing or falsifying data</li></ul> <p>(iii) Any student who becomes disorderly, is involved in any disturbance, interferes</p>

			<p>with the rights of others, damages property, or is individually or as a member of a group involved in unacceptable social behavior on or off campus may be subject to student conduct action by the concerned authorities like Students Conduct Council or Committee.</p> <p>(iv) All library users are required to enter their names and sign the register provided at the Entrance of library.</p> <p>(v) Students can borrow certain number of books, periodicals for a certain period of time as stipulated and communicated by the Librarian.</p> <p>(vi) Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.</p> <p>(vii) Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab.</p> <p>(viii) The instrument will be returned to the student only at the end of the course by informing to parents.</p> <p>(ix) Chatting and talking is prohibited in all the Computer labs of the institution.</p> <p>(x) Students are prohibited from visiting any sites that do not add learning value or are illegal. Students should use the computer lab only for academic learning.</p> <p>(xi) Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the institution for a period of one week.</p> <p>(xii) The matter will be placed before the Anti-</p>
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			<p>Ragging Committee, which will review the incident of ragging and take action according to the due process of law.</p> <p>(xiii) Students must take note that ragging results in dismissal from the institution.</p> <p>(xiv) The attention of the students is also drawn to the judgment committee wherein it is mandatory for the institution to file a complaint with the higher authority and with all resulting consequences as per “The Circular of the Education Department, Government of MAHARASHTRA on Prohibition of Ragging in Colleges and Hostels.”</p> <p>(xv) All students are expected to be appropriately attired-formally dressed while in Administrative Building, Learning Center and Laboratories at all times on designated day.</p> <p>(xvi) Men will wear formal trousers, formal shirts and leather shoes and women will wear formal trousers, formal suits, salwar kameez.</p> <p>(xvii) On Saturday students may wear smart casuals. One can be casually, but appropriately and decently dressed at other locations in the campus.</p> <p>(xviii) All students are required to wear suits/blazers/sarees on formal occasions, during special seminars and presentations and other functions organized by the institution.</p> <p>(xix) Distinguished guests and visitors frequently visit the institution and its educational campuses and therefore, students must bear in mind that they are projecting the image of the IGI &amp; ICCS.</p> <p>(xx) All students must consume their food in canteen. It is to be noted that no Cake for</p>
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			<p>birthday celebration is allowed in the Campus.</p> <p>(xxi) All students must carry their I-cards while on campus &amp; failure to carry the same will result in prohibition of entry in campus.</p>
2.	Model Code of Conduct for Staffs	<b>2020-21</b>	<p>(i) 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.</p> <p>(ii) Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.</p> <p>(iii) Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.</p> <p>(iv) No teacher shall absent himself/herself from duties at any time without prior permission from higher concerned authorities.</p> <p>(v) No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.</p> <p>(vi) No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.</p> <p>(vii) No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.</p>

			<p>(viii) No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.</p> <p>(ix) No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.</p> <p>(x) No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.</p>
3.	COVID -19 Code of conduct for Students/Employees	2021-2022	<p>This COVID-19 Student/Employee code of conduct shall be in effect until further notice comes as the result of expected wave 3 of the COVID-19 pandemic. The main purpose is to achieve &amp; maintain safe &amp; healthy Campus environment with the objective of resuming normal college operations to the maximum extent possible. Employees &amp; Students of Indira college of Commerce &amp; Science that Violate the code of conduct or fail to follow any requirements applicable to them may face disciplinary action pursuant to the Code of conduct.</p> <p><u>Students/Employees Requirements:</u></p> <ol style="list-style-type: none"> <li>1. Student/ Employee must have completed two doses of Vaccination drive &amp; should carry the certificate of the same before arriving on the campus for the year 2021-2022. It is mandatory for students joining the Hostel to</li> </ol>

			<p>bring certificate of Negative RT-PCR test.</p> <ol style="list-style-type: none"><li>2. Student/Employee must Participate &amp; comply with the ICCS health screening processes &amp; policies before arriving on the campus for the year 2021-2022.</li><li>3. Student/Employee must participate &amp; comply with ICCS daily self-monitoring requirements.</li><li>4. Student/Employee must wear mask whenever in Campus &amp; should carry one additional mask also for replacement if required.</li><li>5. Student/Employee must carry &amp; keep personal hand sanitizer with them all the time &amp; should regularly use it especially before &amp; after use of bathroom, eating, touching of public surfaces &amp; before &amp; after touching eyes, face or mouth.</li><li>6. Student/Employee must maintain physical distancing of 6 feet from others whenever feasible.</li><li>7. Student/Employee must regularly wash their hands with soap &amp; water for 20 sec or more especially after using bathroom &amp; before &amp; after eating.</li><li>8. Student/Employee must not participate in any unnecessary travel off Campus &amp; if travelling they should continue physical distancing &amp; mandatorily wear face masks when in the presence of others.</li></ol> <p>To reduce the risk of spread of infection, ICCS have introduced a number of important check points.</p> <p>Examples include:</p>
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