



7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways

1. Code of Conduct is displayed on the institution's website
2. Students and teachers are oriented about the Code of Conduct
3. There is a committee to monitor adherence to the Code of Conduct
4. Professional ethics programmes for students, teachers, administrators and other staff are organized periodically

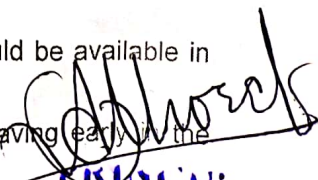
Responsibility and Accountability for Teaching and Non-Teaching Staff

The UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the maintenance of standards in higher education, 2010 published in the Gazette of India Part III sector 4 dated 30th June, 2010 applies to all teaching and non-teaching staff NGSPM'S BRAHMA VALLEY COLLEGE OF EDUCATION , ANJANERI

1. Teachers should handle the subjects assigned by the Director
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. Concurrent evaluation components should be designed in such a way that the faculty can monitor the student learning & development and intervene wherever required.
5. The faculty must share the outcome of each concurrent evaluation component with the students, soon after the evaluation, and guide the students for betterment.
6. Individual faculty member shall have the flexibility to design the concurrent evaluation components in a manner so as to give a balanced assessment of student capabilities across Knowledge, Skills & Attitude (KSA) dimensions based on variety of assessment tools.
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


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evening without detriment to their duties. This is subject to restrictions as regards financial and other matters. 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 at least 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 Director at least a day in advance while availing CL or OD.
2. Not more than 25% of staff members in an Institute 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. 12 days of causal leave can be availed in a calendar year.
5. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
6. All must report for duty on the reopening day and the last working day of each semester.
7. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
8. 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 Programs, Quality Improvement Programs etc. to update their knowledge. Financial assistance wherever possible will be at the discretion of the top management.
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.


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4. Teachers should attend the College neatly dressed. Dress regulations should be followed on occasion demands.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Director.

Teachers are barred from using cell phones while taking classes.

7. Teachers must always wear their identity badges while inside the college premises.
8. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Director.
9. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
10. Teachers are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, the Cultural fest, Independence Day and Republic Day celebrations without fail.
11. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programs.
12. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Director or Secretary's permission.

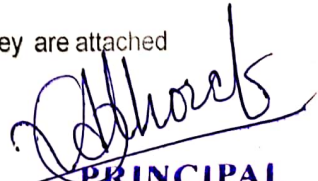
Disciplinary Action

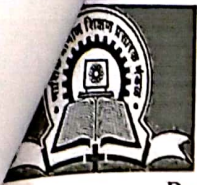
Violation or non-observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

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.

Non-Teaching

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (10.00 a.m. to 5.00 p.m.). They should report for duty at least 10 minutes in advance
2. Non-Teaching staff must always wear their identity badge during working hours.
3. Any Loss or damage to any article in the office or Class Room should be reported to the HOD in writing immediately.
4. 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.
5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached


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Nashik Gramin Shikshan Prasarak Mandal's
Brahma Valley College of Education

Affiliated to Pune University, ID.No.PU/NS/B.Ed/104/2007

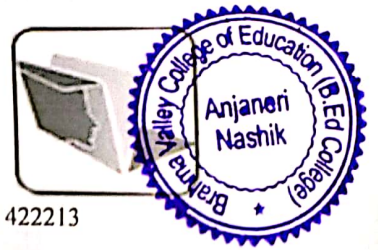
College Code No.: APW03488/123407|NCET Code

No.:WRC/APW03488/123407/2006/C-2163

Brahma Valley Educational Campus, Anjaneri, Tal: Trimbakeshwar Dist.: Nashik, Pincode: 422213

College Email - brahamavalleybed2007@yahoo.in

Contact No: - (02594)299158



General Conduct Rules and Guidelines

While the students as adult citizens of the country enjoy their rights, they also are expected to be aware of their responsibilities. The institute will not support any act that is illegal as construed by the law of the land. As adults, the students are expected to have a fair sense of which act is legal and what is illegal. They should conduct themselves both inside and outside the institute in a manner that is befitting an institute of this stature. In addition to being mature and responsible in conduct, the students are expected to respect the rights of the other students of NGSPM'S BRAHMA VALLEY COLLEGE OF EDUCATION, ANJANERI. The Institute encourages an all- round development of students' personality and their progressive and creative thinking. At the same time, in order that they effectively discharge civic responsibilities and virtues, the institute sets its own terms of conduct that must be adhered to by the students.

Disciplinary/Administrative Action

A student indulging in ragging can be subjected to:

- Debarred from Classes
- Debarred from Examinations
- Cancellation of Admission
- Initiation of criminal action

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the NGSPM'S BRAHMA VALLEY COLLEGE OF EDUCATION, ANJANERI

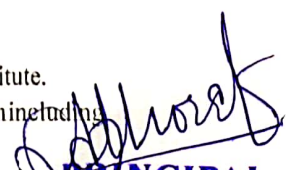
(Hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

2. JURISDICTION

❖ The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

❖ Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute
- Possession or use of weapons, explosives, or destructive devices off campus


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- Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.



The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

1. Ethics and Conduct

❖ This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

❖ A student should abide by the following:

- He/she shall be regular and must complete his/her studies in the Institute.
- In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Director
- As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.

The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying Institute property or property of other students and/or faculty Members
- Any disruptive activity in a class room or in an event sponsored by the Institute
- Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- Participating in activities including
 - Organizing meetings and processions without permission from the Institute.
 - Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs
 - Smoking on the campus of the Institute

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- o Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
- o Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- o Rash driving on the campus that may cause any inconvenience to others
- o Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer /Director which may cause hindrance to the academic progress.
- o Theft or unauthorized access to others resources
- o Misbehavior at the time of student body elections or during any activity of the Institute.
- o Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- o Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

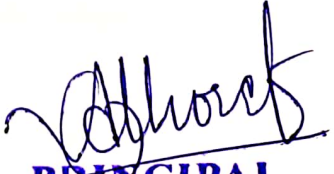
Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

1. Disciplinary action

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

❖ **WARNING** - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.


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❖ **RESTRICTIONS** - Reprimanding and restricting access to various facilities on the campus for a specific period of time.

❖ **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

❖ **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

❖ **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

❖ **SUSPENSION**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

❖ Ineligibility to reapply for admission to the Institute for a period of three years, and

❖ Withholding the grade card or certificate for the courses studied or work carried out

2. APPEAL:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director.

The Director may decide on one of the following:

❖ Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or

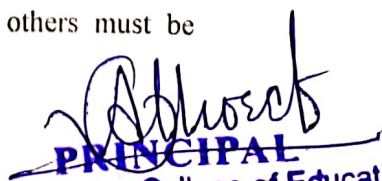
❖ Refer the case back to the committee for reconsideration. In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

3. Academic Integrity

The Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity.

Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship.

The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged.


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Academic integrity is essential for the success of the Institute and its research missions, and hence, violation of academic integrity constitute a serious offence.

❖ **Scope and Purpose**

- This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold: To clarify the principles of academic integrity, and to provide examples of dishonest conduct and violations of academic integrity.
- Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- The principles of academic integrity require that a student,
 - Makes sure that all work submitted as his or her to course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.
 - Does not resort to cheating - Cheating includes, but is not limited to:
 - Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
 - Altering previously evaluated and re-submitting the work for re-evaluation
 - Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

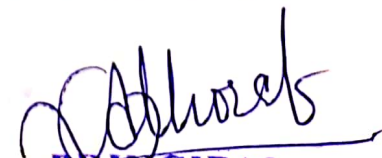
1. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

❖ *Ragging constitutes one or more of the following acts:*

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student


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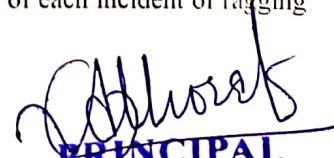
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physical or mental psyche of such a student
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students
- any act of financial extortion or forceful expenditure burden put on a student by other students
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfort to any other student
- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student

❖ ANTI-RAGGING COMMITTEE, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors, and can have as its members, the HOD, Faculty Advisors, and Chairperson of the concerned Department.

❖ ANTI-RAGGING SQUAD To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

❖ A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges
- Withholding/ withdrawing scholarship/ fellowship and other benefits
- Debarring from appearing in any test/ examination or other evaluation process
- Withholding results
- Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work
- Suspension/ expulsion from the hostels and mess
- Cancellation of admission
- Expulsion from the institution and consequent debarring from admission to any other institution for aspecified period.
- In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.


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❖ An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to: i) In case of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

8 SEXUAL HARASSMENT

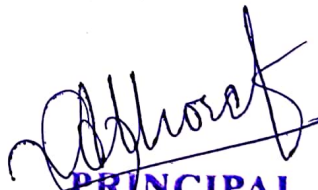
The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the Institute. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9 STUDENT GRIEVANCE PROCEDURES

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10 STUDENT'S PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.


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