



SOMESHWAR SCIENCE COLLEGE

Someshwarnagar, Tal: Baramati, Dist: Pune (Pin: 412306) (Affiliated to Savitribai Phule Pune University, Pune)
Estd: Phone (02112)



Govt. Reg. No.N.C.G.2007 (189/07) Mashi-3, Dt. 2 July 2007 | College Code 827 | University Appvl. No. ID No. PU/PN/S/284/2007

Tamaso ma Jyotirgamaya|| Phone(02112)282728283187ShriSomeshwarShikshanPrasarakMandal's

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Someshwarnagar, Tel. Baramati, Dist: Pune (Pin: 412306) Maharashtra, India (Affiliated to Savitribai Phule Pune University, Pune)
Estd: 2007

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Ref.No:SVM/ Date:-

Academic Year 2023-2024

Code of Conduct Committee

Sr. No.	Name of Staff	Designation	Signature
1	Dr. S.B. Suryawanshi	Principal	
2	Prof. D. V. Bansode	Vice Principal & IQAC Coordinator	
3	Prof. V.D. Thopate	Head, Department of Chemistry	
4	Prof. S.B. Kamble	Head, Department of Microbiology	
5	Prof. R.D. Shelke	Head, Department of Computer Science	
6	Mrs. V.P. Sorate	Clerk	
7	Mr. Avinash Khandale	Student	

Principal
Someshwar Science College, Someshwarnagar



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Principal
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CODE OF CONDUCT FOR PRINCIPAL

1. Academic and Administrative head of the institution.
2. Monitoring and conducting academic activities of the college
3. Maintain Academic calendar and Timetables.
4. Conduct meeting College Development Committee as per guidelines.
5. Admission of the students and maintain of discipline in the College
6. To plan and take the necessary actions for improvement of college results and academics
7. To promote industry institution interaction and research & development activity
8. Administering and supervising curricular, co-curricular/extra-curricular activities
9. Conduct of College and University examinations, assessment, moderation of answer papers, etc
10. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body. College Academic Council and other college Committees and maintaining the minutes of the meeting.




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CODE OF CONDUCT FOR HEAD OF DEPARTMENT

1. The workload (teaching and departmental) of all the staff should be assigned by the Head of the Department.
2. The Head of the Department should ensure that the workload of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be not less than 20 hours.
3. The teaching load should be allotted by the Head of the Department after taking into account of the Faculty Member's subject of expertise.
4. The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
5. The Head of the Department should arrange for feedback responses from the students and the parents on quality-related department processes.




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CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

1. 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.
2. Decide about the overall teaching programs or academic calendar of the college.
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
4. Make recommendations regarding the students' and employees' welfare activities in the college.
5. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
6. Recommend the distribution of different prizes, medals and awards to the students




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CODE OF CONDUCT FOR TEACHING STAFF

1. The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
2. 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 the Department/ Institution.
3. Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
4. The staff should get the lesson plan and course file - approved by HOD and Principal.
5. Every faculty member should maintain academic record book.
6. The staff should solve the doubts and questions coming from the students.
7. The continuous assessment should be conducted regularly.




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CODE OF CONDUCT FOR STUDENTS

1. While on campus, students shall, at all times wear their I-Cards well displayed. They should be able to produce it before any teaching /administrative staff as and when the need arises.
2. Students must be appropriately dressed on the campus. They should keep their attire formal and sport a presentable and decent look.
3. They should respect the college property and abstain from causing any damage to the infrastructural facilities provided to them
4. Students should also beware of electrical installations and not damage the electrical gadgets and fittings in the classrooms, laboratories and other locations on the campus.
5. Every student must compulsorily put in 75% of attendance. They must be regular for all lectures and complete the assignments and tasks given to them on time.
6. Students shall maintain silence in the academic building. Speaking loudly, hooting, whistling, loitering or making catcalls will be treated as a violation of campus discipline.
7. Students are advised to follow safety precautions in the laboratories.




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