



Shri. Aillak Pannalal Digamber Jain Pathashala's

**HIRACHAND NEMCHAND COLLEGE OF
COMMERCE, SOLAPUR**

Seth Walchand Hirachand Marg, Ashok Chowk, Post Box No.634,
SOLAPUR – 413006

JAIN RELIGIOUS MINORITY EDUCATIONAL INSTITUTION

**HANDBOOK OF INSTITUTIONAL
VALUES, PROCEDURES, POLICIES
&
CODE OF CONDUCT**



HANDBOOK OF INSTITUTIONAL VALUES, POLICIES & CODE OF CONDUCT

Contents

- **About the College**
- **Institutional Values**
- **Recruitment & Service Conditions for Staff**
- **Code of Conduct**
- **Code of Ethics for Research Scholars**
- **Procedures & Policies**

About the College

Hirachnd Nemchand College of Commerce, Solapur (affiliated to Solapur University, Solapur) was established on 8th July 1972 with an aim to impart quality education and develop competent students ready to face challenges of the competitive world. The college offers conventional and professional programmes including B. Com, M.Com, MBA., BBA, BCA. and the vocational section at junior college level. CA-CPT / Foundation Course-Integrated with XI & XII Commerce (Non – Grant Section) provides professional guidance at plus two level. In addition, the college also offers certificate courses which aim to develop skills sets necessary to encash the job opportunities available in the competitive world.

Vision:

To develop competent students by imparting value based quality education with a commitment to their ethical and multidimensional development which will contribute towards their social and financial well-being.

Mission:

To cater to the academic and professional aspirations of the students through value based education and promoting the development of socially marginalized students in order to uphold social equality with an objective of supplying ethical human capital in the form of globally competent entrepreneurs, managers and businessmen.

Core Values of the Institute

Built on the vision that education serves as a keystone in improving society and building better future for all, the institution is committed to upholding a set of core values which serve to guide and shape the vision and mission of the institution.

These Core values are :

- **Commitment towards pursuit for excellence**
- **Ethical and moral development**
- **Accountability and Responsibility**
- **Respect and Compassion**
- **Discipline and integrity**
- **Promotion of peace and harmony**

The institute is committed towards inculcating highest standards of honesty, fairness, respect, compassion and professional ethics while enhancing the Employability and Entrepreneur skills of students. This is in line with our aim for all round development of students through Excellence in Academics, Sports and Extra-Curricular Activities.

Students are taught about importance to adhere to on and off campus discipline . We nurture them to be socially responsible citizens and human beings with a commitment towards upholding environment sustainability, gender equality, community development, unity in diversity

RECRUITMENT & SERVICE CONDITIONS FOR STAFF

METHOD OF RECRUITMENT -Screening & Interview

Recruitment of teaching staff be done through the selection committee constituted for the Minority Educational Institution as per rights conferred under Article 30(1) of the Constitution of India. Being a Minority Educational Institution (MEI), the provisions regarding Roster and reservation policy are not applicable. The recruitment process be initiated by the institute only after understanding staff requirements from time to time.

Recruitment of adhoc faculty member is normally done during the month of June.

Notification of vacancies in any cadre or category is not mandatory on the part of Minority Educational Institution.

Vacancies to be filled through Selection Committee approved for the minority educational institution. Publication of advertisement is not mandatory for MEI however the college may give an advertisement calling for more applications.

Screening of applications is done by the screening committee appointed by the Principal.

Short listed candidates are informed through call letters and/or over telephones/mobile by the office at least 07 days before actual date of interviews. At times, Walk-in interviews can also be conducted for immediate postings.

MEI Selection Committee be constituted as per the rights conferred under the Article 30(1) of the Constitution of India and so also as per the NCMEI Act for selection of candidates on adhoc/temporary / Regular posts.

PAY SCALES:

Pay for the candidates selected through Approved Selection Committee be fixed as per prevailing rules and regulations of UGC and Government of Maharashtra.

Pay for the candidates selected on temporary posts/adhoc posts is fixed by the selection committee as approved by the Governing Council of the S.A.P.D.Jain Pathashala, Solapur for the respective post based upon the qualification and experience of the candidate.

Higher Pay Packages for exceptional and experienced candidates are fixed by the of the management of the Trust.

SERVICE CONDITIONS FOR THE STAFF

Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the UGC / Government of Maharashtra/ other competent authority

Staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind .

Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

Any staff member, on appointment, except on contract, CHB or on purely temporary basis, shall be on probation for a period of two years.

Teaching staff members and supporting staff members should reach college well before the commencement of regular class hours/practical hours/working hours for the day unless they are on duty outside the campus, or on leave. Class-IV employees should clean labs/class rooms and other units/ sections in the campus, as duty allotted, every day. Late-coming and early leaving the college will be dealt with separately by the competent authority as per the regulations in force. Time for leaving college for Class-IV employee is 30 minutes later the scheduled time and they should reach college 30 minutes before the scheduled time

Staff should be available in the college premises during the entire period of office hours, on all working days.

If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Head of Department his/her exact out station address in his/her leave application.

No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside, except with the prior permission of the management and such application should be routed through the Principal. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. No member of the staff shall send an application for study or training, except with the prior permission of the Principal.

In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.

Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college.

If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawing of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned .

All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

CONDUCT AND DISCIPLINE FOR STAFF

Every employee shall, at all times, maintain absolute integrity and devotion to duty

Every employee shall abide by and comply with the rules and regulations of the college.

Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

The employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.

For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offense is under investigation, inquiry or trial.

An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.

Promotional Policies: For Faculty:

Career Advancement Scheme implemented strictly in accordance with UGC & Government of Maharashtra Rules.

GOVERNMENT OF MAHARASHTRA Higher & Technical Education
Department Government Resolution No. Misc-2018/C. R.56/18/UNI-1
Mantralaya Annex, Mumbai – 400 032 Date: 08 March, 2019

For Non-Teaching Staff :

Time bound promotions to Non-Teaching staff: The staff who have completed 10/20/30 years of continuous service and having good performance are placed in higher pay scale as per the rules of government of Maharashtra.

TERMINATION OF SERVICE

A member of the staff shall have his / her service terminated by giving one month notice or one-month salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months gross salary must be given.

The Management shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- a. Serious misconduct and negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness; and

In such termination cases, the staff member will not be eligible for any terminal benefit.

APPEALS AND REVIEW

The staff members of the College are welcome to submit their appeals or grievances if any to the Principal / Competent Authority/Redressal Committees, so constituted, for review and redress through proper channel.

CODE OF CONDUCT FOR STUDENTS

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
 - Any act of indiscipline or misbehavior by any student will attract severe punishment.
 - Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
 - Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
 - Students have to park their vehicles in parking zone only.
 - Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- o Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students'
 - Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
 - Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
 - Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations.
 - The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
 - If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.
 - . • Students are expected to wear college uniform regularly.

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.

- Mobile phone is strictly prohibited in the classroom, library and in the exam hall during the examination

Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

- Student should be regular in attendance for all sessions during the day.

- Student should have at least 75% attendance in the Lectures of every subject

- If the student is found irregular in attendance, disciplinary action will be taken.

- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence.

Smoking, Eating Tobacco, Chewing gum , drinking alcohol strictly prohibited in college campus.

Strict ACTION will BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

The Maharashtra Prohibition of Ragging, Act,1999

1. Ragging within or outside of any educational institution is prohibited under The Maharashtra Prohibition of Ragging Act, 1999 Act 33 of 1999 under Article-1 and Article-2

2. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be

punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

3. Any student convicted of an offense under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

4. (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the written complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.

CODE OF CONDUCT FOR PARENTS/GUARDIANS

It is commonly said that a child learns at home and Parents are said to be the first *Guru* of their child. They responsible for inculcating moral values and providing moral training and sound education to their children. In this context, parental support and involvement in the development of their ward in expected in college too, which is their second home. In this context, the college too has prescribed a code of conduct for parents:

- Parents should have contact with the college staff and authorities for student's attendance, academic development, etc.
- The participation of parents is mandatory in parent- teacher meeting
- Parents should give permission for involment of their ward in all college activities
- Parents should pay prescribed fee regularly.
- Parents are required to give an undertaking regarding non indulgence of their ward in ragging attending college and maintaining discipline

CODE OF ETHICS FOR RESEARCH SCHOLARS

It is the responsibility of all research scholars (staff and students) to ensure no violations of ethics in their research publication like plagiarism, incomplete or faulty data, fabricated results etc. Staff members guiding students for post graduate projects must ensure that students do not work in the should not violate professional concerns like privacy, research ethics, conflicts of interest amongst authors etc.

- **Dos and Don'ts**
- Submit Original and novel research work to the journals for publication.
- Conduct all research activities in accordance with the accepted standards of our discipline.
- Ensure the accuracy of all data gathered and/or used in our research.
- Report only the correct data, information, and research results in journals, conferences.
- Avoid plagiarism -Do Not plagiarize; that is, to present portions of another's report or data as our own

Procedures and policies for maintaining and utilizing physical, academic and support facilities

Procedure of purchasing and maintaining books, journals and other facilities by the Library department

Requirement related to books, journals and other library material is taken from all the heads of the department and faculty members of the college in the beginning of academic year.

All requirements are reviewed for their possible purchase depending on funds availability, and availability of books in the library etc.

Finalized requirements are sent to central store for further process like calling of quotations, comparative statements etc. Once the discount and rates are finalized, the orders are placed to the respective vendor by central store.

After receiving books, the central store transfers these books to library department.

In the Library these newly received books are recorded in accession register and bill register.

Library make sure that the books are returned after completion of examination by the students, No dues certificate from library is made mandatory for issuing of transfer certificates and leaving certificates.

Teaching and non teaching faculty are informed to submit the issued books they have issued to library before last working day and then after completion of stock new books are issued as per requirements.

The process of weeding out of old books, journals and other material is checked and resolved by the library committee in consultation with principal and management.

For long term safeguarding of books pest control of books and other material in library is done on periodical basis.

Procedure of purchasing goods:

At the end of the academic year and as and when the situation demands, the Heads of different sections / concerned personnel place the demand list as per their requirement to the Central Store of the institute through office sales register.

The Central Store calls for the quotation from different vendors

After comparing quotation, the central store of the institute places the order.

Once the order material received it has been distributed to the respective departments as per their requirements.

Maintenance of Academics and physical facilities

Maintenance of academics and physical facilities is done on regular basis

Annual contracts has been signed with the following parties in order to maintain the physical infrastructure

1. Annual Maintenance Contract with the Generator vendor
2. Annual Maintenance Contract with the A.C. vendor
3. Duty allotted to the menial staff for maintaining physical infrastructure

Classrooms, laboratories, library and office are maintained by employees of the college. Allotments of classrooms and all other places on the campus is made for each employee for maintenance and concerned staffs work is monitored by office superintendent.

Water tanks supplying potable water to faculty as well as students are cleaned regularly.

Electricity and civil work maintenance is done by S.A.P.D.J institution.

The campus is monitored through surveillance Cameras installed at various places for general safety and maintenance

Computers purchased under various schemes are maintained and repaired through annual Maintenance contract.

Maintenance of sports facilities

Sports facilities are maintained by sports department with the help of college employee.

Sports and gym facility is maintained through annual maintenance contract.

Note:

Following acts and statutes are adopted as guidelines for procedures, recruitment, promotional policies, Code of Conduct etc.

Pay scales as per UGC & Government of Maharashtra norms.

Following acts and statutes are adopted as guidelines for procedures, recruitment, promotional policies, Code of Conduct etc.

- Statutes framed under section 42(I) of the PAH Solapur University Act, 1974. (Same are applicable as it is to the Solapur University, Solapur).
- Maharashtra Public Universities Act, 2016
- UGC Norms
- National Commission for Minority Educational Institutions Rules, 2005
- The Maharashtra Civil Services Rules, 1981
- Statutes, Ordinances, Regulations made there under from time to time and Rules of the University
- On the basis of the above, rules made by S.A.P.D.J. Pathashala, Solapur (Trust).

Sd/-

Principal

HNCC