



# G. S. COLLEGE OF COMMERCE & ECONOMICS

(AUTONOMOUS)

NAAC ACCREDITED 'A' GRADE INSTITUTION

(Affiliated to RTM Nagpur University)

A Hindi Linguistic Minority Institution

Amravati Road, Civil Lines, Nagpur – 440 001

Fax : 2528747 | E-mail : [gscollegenagpur@rediffmail.com](mailto:gscollegenagpur@rediffmail.com) | Website : [www.gscen.shikshamandal.org](http://www.gscen.shikshamandal.org) | Phone : 2531760

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## Code of Conduct and Professional Ethics:

G. S. College of Commerce & Economics, Nagpur (Autonomous) have considered and adopted the UGC Regulations on Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as notified by the University Grants Commission vide Notification F.1-2/2017 (EC/PS), dated 18<sup>th</sup> July 2018, as published in the Gazette of India dated 18<sup>th</sup> July 2018 under Part-III for the Teaching and Other Academic Staff in Universities and Colleges. The excerpts from the above Gazette are attached in **Annexure – 1** for reference. For monitoring the ethical practices related to research we also have research ethics committee.

## Code of Conduct for Students:

- Each student must report to the college in the prescribed uniform and wear without fail the identity card. A student without Uniform and Identity Card will not be allowed inside the premises.
- Students must remain present in their respective classes at the prescribed timings.
- **It is mandatory for all students to have minimum 75% attendance in every subject in order to be eligible for appearing in the University/ Board Examinations. Students not fulfilling this condition will be detained from appearing in the Examinations. In case a student has to remain absent for long period for whatever reasons, he or his parent/guardian must intimate the college in writing and seek prior permission for the intended absence.**
- All students of both Junior and Senior College are required to appear for all unit tests/ terminal examinations, viva-voce, and also submit, whenever required, home assignments, projects etc. for their internal assessment.
- It is mandatory for students to complete their coursework including unit tests/terminal examination/home assignments/projects etc. The students failing to comply with the above shall lose their internal assessment marks.
- Students are to note that Internal Assessment marks are given on the basis of attendance, performance in test examinations, home assignments, viva-voce, discipline and participation/ performance in the college activities.
- All students must participate in extra-curricular activities like NCC or NSS or Sports or other events organized by the College/University from time to time. Students get incentive marks/ credits for their participation in such activities.
- It is mandatory for students to appear for the Physical Efficiency Test and Medical Check-up/Test conducted by the college/University. Those who fail to appear in these tests will have to pay fine of Rs.100/- for each test.



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- Elections for sending a representative to the University Students Council shall be held as per the provisions and directives from RTM Nagpur University.
- Only those activities/ events/ programmes which are approved by the College/University will be organized.
- Students are expected to maintain a quiet and congenial atmosphere in the college. Any student disturbing the atmosphere shall be liable for strict disciplinary action.
- When teaching work is going on, loitering in corridors, individually or in groups, is strictly prohibited. In case of off periods, students are advised to spend time in the Library/ Reading Room.
- Students shall not bring or invite their friends to college. Such visitors may be prosecuted for trespassing.
- Students shall not use mobile phones while in classrooms/ college library /and offices. While on campus, students must keep their phones on silent mode. Any student found using the smart phone or talking on phone in classroom/library /lab/ corridors will have to pay the fine of Rs. 500/-.
- Students found to be indulging in activities which are not in the interest of the college and which are detrimental to the smooth functioning of the college shall be appropriately punished.
- Every student shall make proper use of college buildings, furniture, equipment, electricity/water and other facilities. Any student found guilty of causing damage or disfigurement to the college property, or found guilty of sticking posters on walls, or writing unwarranted things on the blackboards, will be straightway expelled, and the cost of damage to property will be recovered from him. Other general losses and damage to the college property shall be assessed at the end of the session and recovered from students of all classes collectively.
- All important notices, instructions etc. are put up on the College Notice Boards/ College website. Students should make a habit of visiting the Notice Boards/website regularly for important instructions and announcements.
- No student shall approach the Print or Electronic media for matters pertaining to the college without prior approval of the Principal. Any breach of this rule will lead to disciplinary action against the concerned student.
- A student suffering from any infectious or contagious disease shall not attend college. He/she will report only after declared medically fit, and on production of Medical Fitness Certificate by a Registered Physician.
- Students should inform the college authorities in writing about any change in permanent or local address, or phone number.
- Consumption of alcohol, smoking, chewing tobacco, or consuming tobacco related products on campus is strictly prohibited. Students indulging in the same will be fined and, if necessary, expelled from the college.



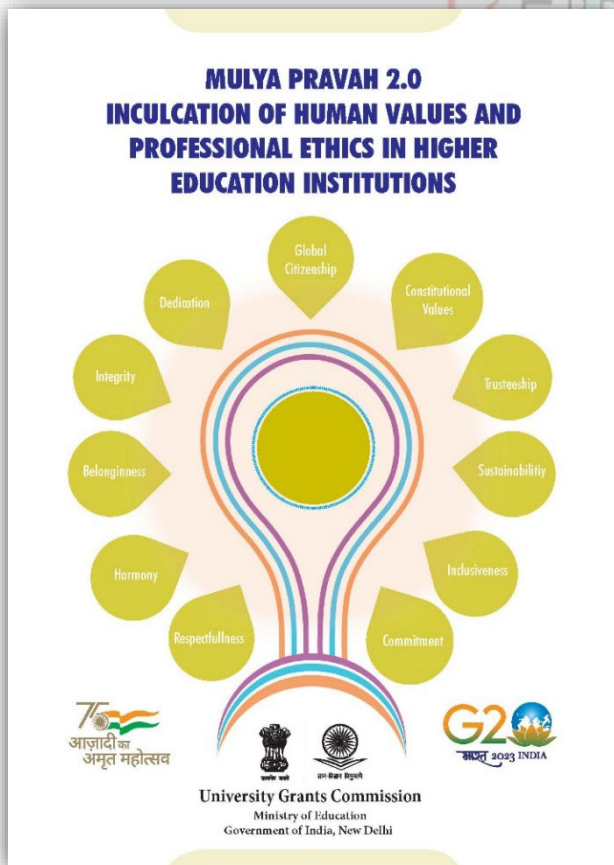
- **Ragging or similar such act causing physical or mental agony to fellow students will be treated as a criminal offence and students found to be indulging in the same will be liable for prosecution.**
- **Sexual Harassment in any form will not be tolerated and those involved shall be liable for prosecution.**
- **Students also shall not engage in any act of discrimination against fellow students on the basis of caste, gender, creed, colour, race, religion, place of birth, political conviction, language, and disability.**

**(No cases of Ragging or Sexual Harassment or Discrimination etc. have been reported during the last academic session.)**

The above rules are subject to change, modification, addition, omission, or alteration as and when the authorities deem it fit and proper. The decision of the Principal in this regard will be final and binding on all students.

## Guidelines on Mulya Pravah 2.0 - Inculcation of Human Values and Professional Ethics in Higher Education Institutions

The college has adopted UGC guidelines on 'Inculcation of Human Values and Professional Ethics in HEIs (MULYA PRAVAH)' has been displayed on our website and it is adhered to in letter and spirit.



To access the guidelines please click on this image

**Dr. N. Y. Khandait**  
Principal  
G. S. College of Commerce  
& Economics, Nagpur

# Annexure - 1

रजिस्ट्री सं० डी० एल०-33004/99

REGD. NO. D. L.-33004/99



# भारत का राजपत्र The Gazette of India

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विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 18 जुलाई, 2018

विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय संबंधी विनियम, 2018

**सं. एफ. 1-2/2017 (ईसी/पीएस).**—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 14 के साथ पठित धारा 26 की उपधारा (झ) के खंड (ड.) और (छ) के तहत प्रदत्त शक्तियों का प्रयोग करते हुए तथा “विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय संबंधी विनियम, 2010” (विनियम सं. एफ 3-1/2009 दिनांक 30 जून, 2010) तथा समय-समय पर इनमें किए गए सभी संशोधनों का अधिक्रमण करते हुए, विश्वविद्यालय अनुदान आयोग, एतद्वारा निम्नलिखित विनियमों को तैयार करता है, नामतः —

## 1. लघु शीर्षक, अनुप्रयोग एवं प्रवर्तन:

- 1.1 इन विनियमों को विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हताएं तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु उपाय) संबंधी विनियम, 2018 कहा जाएगा।
- 1.2 ये विनियम विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (झ) के तहत संबंधित विश्वविद्यालय के साथ परामर्श कर किसी केन्द्रीय अधिनियम, प्रांतीय अधिनियम, अथवा किसी राज्य अधिनियम के द्वारा स्थापित अथवा निगमित प्रत्येक विश्वविद्यालय, आयोग द्वारा मान्यता प्राप्त संघटित अथवा संबद्ध महाविद्यालय सहित प्रत्येक संस्थान और उक्त अधिनियम की धारा 3 के अंतर्गत प्रत्येक सम विश्वविद्यालय संस्थान पर लागू होंगे।
- 1.3 यह विनियम अधिसूचित किए जाने की तिथि से लागू होंगे।
2. उच्चतर शिक्षा में मानकों को बनाए रखने के एक उपाय के रूप में विश्वविद्यालय और महाविद्यालय शिक्षकों, पुस्तकाध्यक्षों और निदेशक, शारीरिक शिक्षा और खेलकूद की नियुक्ति और अन्य सेवा शर्तों की न्यूनतम अर्हताएं इन विनियमों के अनुबंध में दी जाएंगी।
3. यदि कोई विश्वविद्यालय इन विनियमों के उपबंधों का उल्लंघन करता है तो ऐसे उल्लंघन किए जाने अथवा इस प्रकार उपबंधों का पालन करने में असफल रहने पर उक्त विश्वविद्यालय द्वारा दिया गया कारण, यदि कोई हो, पर विचार करते हुए आयोग, अपनी निधियों में से विश्वविद्यालय को प्रदान किए जाने वाले प्रस्तावित अनुदानों को रोक सकता है।

## UNIVERSITY GRANTS COMMISSION

## NOTIFICATION

New Delhi, the 18th July, 2018

**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, 2018**

**No. F.1-2/2017(EC/PS).**—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of 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” (Regulation No.F.3-1/2009 dated 30<sup>th</sup> June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

**1. Short title, application and commencement:**

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

**UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018****Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.****1.0 Coverage**

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

- 1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, inter alia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail
  - i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
  - ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

**16.2.** The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

**16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

**17.0 Code of Professional Ethics**

**I. Teachers and their Responsibilities :**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

**II. Teachers and Students**

**Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **III. Teachers and Colleagues**

#### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities :**

#### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **V. Teachers and Non-Teaching Staff :**

#### **Teachers should :**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### **VI. Teachers and Guardians**

#### **Teachers should:**

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **VII. Teachers and Society**

#### **Teachers should:**

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

**The Vice-Chancellor/Pro-Vice-Chancellor/Rector**

**The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**College Principal should;**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**Director Physical Education and Sports (University/College)/Librarian (University/College) should;**

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.



(e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

#### **18.0 Maintenance of Standards in Higher-Education Institutions:**

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

#### **19.0 Other Terms and Conditions**

##### **19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification**

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv.
  - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the

## Annexure - 2

### DISCIPLINE AND CONDUCT

- Each student must report to the college in the prescribed uniform and wear without fail the identity card. A student without Uniform and Identity Card will not be allowed inside the premises.
- Students must remain present in their respective classes at the prescribed timings.
- **It is mandatory for all students to have minimum 75% attendance in every subject in order to be eligible for appearing in the University/ Board Examinations. Students not fulfilling this condition will be detained from appearing in the Examinations. In case a student has to remain absent for long period for whatever reasons, he or his parent/guardian must intimate the college in writing and seek prior permission for the intended absence.**
- All students of both Junior and Senior College are required to appear for all unit tests/ terminal examinations, viva-voce, and also submit, whenever required, home assignments, projects etc. for their internal assessment.
- It is mandatory for students to complete their coursework including unit tests/terminal examination/home assignments/projects etc. The students failing to comply with the above shall lose their internal assessment marks.
- Students are to note that Internal Assessment marks are given on the basis of attendance, performance in test examinations, home assignments, viva-voce, discipline and participation/ performance in the college activities.
- All students must participate in extra-curricular activities like NCC or NSS or Sports or other events organized by the College/University from time to time. Students get incentive marks/credits for their participation in such activities.
- It is mandatory for students to appear for the Physical Efficiency Test and Medical Check-up/Test conducted by the college/University. Those who fail to appear in these tests will have to pay fine of Rs.100/- for each test.
- Elections for sending a representative to the University Students Council shall be held as per the provisions and directives from RTM Nagpur University.
- Only those activities/ events/ programmes which are approved by the College/University will be organized.
- Students are expected to maintain a quiet and congenial atmosphere in the college. Any student disturbing the atmosphere shall be liable for strict disciplinary action.
- When teaching work is going on, loitering in corridors, individually or in groups, is strictly prohibited. In case of off periods, students are advised to spend time in the Library/ Reading Room.
- Students shall not bring or invite their friends to college. Such visitors may be prosecuted for trespassing.
- Students shall not use mobile phones while in classrooms/ college library/and offices. While on campus, students must keep their phones on silent mode. Any student found using the smart phone or talking on phone in classroom/library/lab/corridors will have to pay the fine of Rs. 500/-.
- Students found to be indulging in activities which are not in the interest of the college and which are detrimental to the smooth functioning of the college shall be appropriately punished.
- Every student shall make proper use of college buildings, furniture, equipment, electricity/water and other facilities. Any student found guilty of causing damage or disfigurement to the college property, or found guilty of sticking posters on walls, or writing unwarranted things on the blackboards, will be straightway expelled, and the cost of damage to property will be recovered from him. Other general losses and damage to the college property shall be assessed at the end of the session and recovered from students of all classes collectively.
- All important notices, instructions etc. are put up on the College Notice Boards/ College website. Students should make a habit of visiting the Notice Boards/website regularly for important instructions and announcements.
- No student shall approach the Print or Electronic media for matters pertaining to the college without prior approval of the Principal. Any breach of this rule will lead to disciplinary action against the concerned student.
- A student suffering from any infectious or contagious disease shall not attend college. He/she will report only after declared medically fit, and on production of Medical Fitness Certificate by a Registered Physician.
- Students should inform the college authorities in writing about any change in permanent or local address, or phone number.
- Consumption of alcohol, smoking, chewing tobacco, or consuming tobacco related products on campus is strictly prohibited. Students indulging in the same will be fined and, if necessary, expelled from the college.
- **Ragging or similar such act causing physical or mental agony to fellow students will be treated as a criminal offence and students found to be indulging in the same will be liable for prosecution.**
- **Sexual Harassment in any form will not be tolerated and those involved shall be liable for prosecution.**
- **Students also shall not engage in any act of discrimination against fellow students on the basis of caste, gender, creed, colour, race, religion, place of birth, political conviction, language, and disability.**  
(No cases of Ragging or Sexual Harassment or Discrimination etc. have been reported during the last academic session.)

The above rules are subject to change, modification, addition, omission, or alteration as and when the authorities deem it fit and proper. The decision of the Principal in this regard will be final and binding on all students.

