

POLICY DOCUMENTON A CODE OF PRACTICE FOR ETHICAL CONDUCT



Internal Quality Assurance Cell (IQAC)
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INTRODUCTION

Arts & Commerce College Chakan managed by the Chakan Shikshan Mandal was established in **1987** with an objective of imparting quality education especially to the economically and socially weaker sections of the society in the tahsil of Khed, District Pune. It has substantially contributed to the educational and social developments so far and will continue to do so in future catering to the needs of the changing times. It is managed by a team of dedicated, devoted and qualified trustees.

Vision:

To make our students aware of their own capability, to make them think and aim high by providing best learning environment and to mould them into all round personality.

Mission :

Our mission is to empower and uplift the students coming from rural areas. To make them independent, to impart knowledge and vision. To make them capable for the changing global environment around them, yet maintaining their identity as a good human being morally, socially, intellectually and culturally.

Objective of Document:

The aim of this document is to set out a framework for codes of practice for ethical conduct the college. In line with the commitment of the country to enhance the quality provision of education, a set of model codes of conduct for the three internal components in higher education institutions has been developed. The three internal components are as follows: governors/managers, academic staff, and students.

The codes of practice for the identified components are developed based on the ethical principles. Institutions will also be required not only formally to adopt but also to implement the regulations and to monitor their implementation. In order to preserve integrity and harmony of the institution, IQAC is playing a major role in prescribing the models and the detail of the regulations in accordance with the internal procedures.

Code of Ethics for Principal

Statute 414. Responsibilities of the Head of the University Department/ Principal (Under Section 42 and / or 73 of the Poona University Act, 1974) [Maharashtra University Act 1994 and Maharashtra University Act 2016]:

Subject to the supervision and general control of the University/Governing Body, the Head of the University Department/Principal as an administrative and academic Head of the University Department/College shall be responsible for:

- a) Academic growth of the University Department/College.
- b) Participation in the teaching work, research, and training programmes of the University Department/College.
- c) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University Department/College, for academic competence of the Faculty Members.
- d) Admission of students and maintenance of discipline of the University Department/College.
- e) Management of University Department Library/College Libraries, Laboratory, Gymkhana and Hostels, if any.
- f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- g) Observance of provisions of Accounts Code.
- h) Correspondence relating to the administration of the University Department/ College.
- i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the University Department/College, and maintenance of records.
- j) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.
- k) Supervision of University Department/College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- l) Assessing reports of teachers and maintenance of Service Books.
- m) Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time to time.

Statute 417. Probation:

1. The period of probation of the teacher shall in no case be more than 24 months, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.
2. The Principal of the conducted College or the Head of the University Department concerned

shall maintain Assessment Reports of the teacher on probations in the Performa prescribed for the purpose by the Vice-Chancellor, for every six month, and complete it at the end of each term of the academic year. The Principal of the conducted College or the Head of the University Department under whom the teacher is working shall send to the Registrar at least two months before the date of expiry of the period of probation, his assessment report with definite recommendations for confirmation in service or otherwise. In case the teacher appointed on probation for a period of less than 24 months is not to be confirmed at the end of his probationary period or his probationary period is to be extended, a confidential report justifying the decision should be attached and such cases be referred to the Vice-Chancellor for further instruction. The Executive Council shall be the deciding authority in these cases. In the case of teachers of Affiliated Colleges, the Principal will maintain Assessment Reports in a similar manner and forward the recommendations to the Chairman, Governing Body for further instructions.

The Governing Body shall be the deciding authority in these cases.

1. Statute 417 came into force w.e.f. 23.12.1981
2. The Assessment Report of the Principal of Conducted College/Head of the University Department on probation shall be maintained by the Vice-Chancellor, or the Principal of Affiliated College by the Chairman of the Governing Body and will be placed before the Competent Authority at least two months before the date of expiry of the period of probation with definite recommendations of confirmation in service or extension of probationary period or otherwise.
3. If the University/Governing Body terminates the services of the teacher on probation on the ground of reduction in work-load or abolition of the post and if he is reemployed by the same College or a College under the same management subsequently within a year, the period spent by a teacher on probation during his first appointment shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break-in-service and confirmation, subject to his carrying good Assessment Report.

Statute 418. Service Book:

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University/College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.

Statute 420. Assessment of Teachers Work:

1. In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the University Department/Principal/Head of the Recognized Institution by the end of the year. In addition, the Assessment Report of the teachers shall be maintained by the Head of the University Department/Principal/Head of the Recognized Institution for the following purposes:
 - a. For evaluation of six monthly report during the period of probation.
 - b. For confirmation in service.
 - c. For Assessment at the time of crossing Assessment Bar in 2[pay scales.]
 - d. For consideration at the time of interview for a higher post.
 - e. Once every three years for determining whether the teacher continues to take his work seriously.
 - f. On other occasions when required for specific purposes.
2. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by Head of the University Department/Principal or Vice-Chancellor/Chairman, Governing Body in the case of Heads of University Departments/Principals with a view to making improvement in the work, by the person concerned, if the report is adverse.
 1. Statutes 418,420 came into force w.e.f. 23.12.1981.
 2. These words were substituted for the original w.e.f. 07.10.1987. The teacher aggrieved by any adverse remarks may represent to the Competent Authority which shall deal with such representation suitably.
 3. The assessment report referred to above shall be made by the persons indicated herein below on the recommendations of the immediate Head under whom the member of the staff is working :

Assessing Authority Person to be assessed

- i. Vice-Chancellor. Head of the University Department /Principal of the conducted College.
- ii. Head of the University Department and Principal of conducted college. The teacher working in the Department Conducted College concerned.
- iii. Chairman, Governing Body. Principal of Affiliated College/Head of Recognized Institution.
- iv. Principal of Affiliated College/ Head of Recognized Institution. Head of the Department in Affiliated College/Recognized Institution.
- v. Principal/Head of Recognized Institution in consultation with the Heads of the Departments in the Affiliated Colleges/Recognized Institutions respectively. The Teacher in the Department of Affiliated College/Recognized Institution.

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4. The Committee consisting of the following members shall consider the Assessment Report for various purposes laid down in Statute 420 (1) and will also recommend the crossing of the Assessment Bar in the case of the teacher.
 - a. *University Department:*
 - i. The Vice-Chancellor.
 - ii. The Head of the University Department/expert in the subject nominated by the Vice-Chancellor.
 - iii. The nominee of the Executive Council.
 - b. *Conducted College:*
 - i. The Vice-Chancellor.
 - ii. Principal of the College concerned.
 - iii. The nominee of the Executive Council.
 - c. *Affiliated College/Recognized Institution:*
 - i. The Chairman, Governing Body or his nominee.
 - ii. The Principal of the College concerned/Head of the Recognized Institution.
 - iii. The Head of the Department in the subjects, if any, or an expert in the subject nominated by the Chairman/Governing Body.
 - iv. Two experts in the subject nominated by the Vice-Chancellor. However, in case where assessment of the Head of the Department/Principal/Head of the Institution is concerned, in place of the Head of the Department/Principal/Head of Institution, the words "an outside expert nominated by the Competent Authority" be substituted.

On the recommendation of the Committee referred to above the Executive Council/Governing Body shall permit the teacher to cross the Assessment Bar in the scale prescribed. If the report is adverse, he will not cross the Assessment Bar till the authorities concerned recommend that he be permitted to cross the Assessment Bar.

Leave Rules:

- v. *Sanctioning Authority:* The sanctioning authority for granting Casual Leave and other leave, except as specified under Statute 438 will be the Head of the University Department/Principal/Head of the Institution under whom he is working.

Code of Conduct for Teachers:

The Code or Professional Ethics for University and College Teachers (1989) that has been adopted by the University Grants Commission (Appendix VI) shall be applicable to the teachers (including Principals, Librarians, Directors of Physical Education and Instructors of Physical Education) of the University, the affiliated Colleges and the Recognized Institutions.

B. Maharashtra Public Universities Act, 2016

1. Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norm
2. It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institutions to render necessary assistance and service in respect of examinations of the university and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or nonteaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Statutes.
3. A person shall be disqualified for being a member of any of the authorities, bodies and committee of university and voting to the authorities, bodies and committees, if he-
 - a. is of unsound mind and stands so declared by a competent court; or
 - b. is an undischarged insolvent; or
 - c. has been convicted of any offence involving moral turpitude; or
 - d. is conducting or engaging himself in private tuitions or private coaching classes; or
 - e. has been punished for indulging in or promoting unfair practices in the conduct of any examination and evaluation, in any form, anywhere; or
 - f. has willfully omitted or refused to carry out the provisions of this Act, Statutes or Ordinances, or has acted in any manner detrimental to the interests of the university; or
 - g. has been punished in any form, by the competent authority for committing a misconduct; or

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- h. discloses or causes to disclose to the public, in any manner whatsoever, any confidential matter, in relation to the examination and evaluation, the knowledge of which he has come to be in possession, due to his official position: Provided that, the right of voting of the person in respect of clauses (e) and (g) shall remain suspended during the term of punishment under the said clauses.

Grievances of Teachers and Employees

1. There shall be a Grievances Committee in each university to deal with all types of grievances; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority; which are not within the jurisdiction of the University and College Tribunal.
2. The university shall establish a Grievances Redressal Cell headed by the officer of the university not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.
3. The Grievances Committee shall consist of the following members, namely:-
 - a. retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor – Chairperson;
 - b. one Dean, nominated by the Vice-Chancellor;
 - c. Chancellor's nominee on the Management Council;
 - d. Registrar;
 - e. one teacher belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one non-teaching employee nominated by the Senate from amongst its members;
 - f. Law Officer of the University – Member-Secretary.
4. The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee, shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.
5. The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled for remuneration and conveyance charges, as may be determined by the university.
6. The Grievances Committee shall hear, settle and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.
7. It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties

Statute 431. Grounds for taking any disciplinary action against a teacher:

No disciplinary action shall be taken or punishment inflicted on the teacher confirmed in service except on one or more of the following grounds:

- (i) Misconduct
- (ii) Act or omission involving moral turpitude.
- (iii) Wilful and persistent neglect of duty.
- (iv) Incompetence
- (v) Engaging in/and or conducting private tuitions/coaching.

Provided that the ground of incompetence shall not be used against the teacher after he has served the University/College/Institution for a period of five years or more including the period of probation.

Explanation:

- I. Misconduct shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Statutes, Ordinances, Regulations and Rules relating to the duties and responsibilities of teachers and violation of code of conduct.
- II. Moral turpitude shall carry the same meaning as under the general law.
- III. Wilful negligence of duty shall include dereliction of duty, habitual absence from duty without previous permission; and failure to discharge any of the duties prescribed under Act, Statutes, Ordinances, Rules and Regulations.
- IV. Incompetence shall include failure to keep his knowledge up-to-date in spite of repeated written instructions in that behalf and despite the availability of requisite facilities and failure to complete the teaching work because of inability to teach.

Statute 432. Penalties:

1. The penalties that can be inflicted on one or more of the grounds mentioned in S. 431 shall be the following and shall be classified into minor and major penalties,

(I) *Minor Penalties:*

- (i) Reprimand, Warning or Censure,
- (ii) Withholding of Increments

(II) *Major Penalties:*

Reduction to a post in the lower pay-scale to a lower stage of increment in the employees' own pay-scale.

- (i) Termination of service,
- (ii) Compulsory retirement.
- (iii) Removal from the service of the University/College/Recognized Institution
- (iv) Dismissal from the service of the University/College/Recognized Institution

- 1. Statute 431 came into force w.e.f. 09.10.1981
- 2. Amendment to Statute 431 (v) came into force w.e.f. 03.07.1989
- 3. Statute 432 came into force w.e.f. 09.10.1981

C. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Prevention of sexual harassment.

1. No woman shall be subjected to sexual harassment at any workplace.
2. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment-
 - i. implied or explicit promise of preferential treatment in her employment; or
 - ii. implied or explicit threat of detrimental treatment in her employment; or
 - iii. implied or explicit threat about her present or future employment status; or
 - iv. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - v. humiliating treatment likely to affect her health or safety.

Complaint of sexual harassment

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a Series of incidents, within a period of three months from the date of last incident: Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing: Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.
2. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Punishment for false or malicious complaint and false evidence

1. Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in

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accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed: Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section: Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

2. Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

Code of Conduct for Student

1. The students are bound by all the rules and regulations made by the college from time to time. Any matter not expressly stated in these rules shall vest at the discretion of the principal who also reserves the right of modifying any of these rules as and when felt necessary.
2. The students are required to read regularly the notices displayed on the notice- boards in the college. The college shall not be responsible for any loss to a student due to failure to read the notices in time.
3. Every student must carry his/ her identity card regularly and produce the same when demanded by the authorities of the college.
4. Any student found guilty of tampering/ damaging the property of the college shall be punishable and might result in his / her expulsion from the college.
5. Smoking, chewing tobacco, drinking of alcohol and use of narcotic drugs are strictly prohibited on the premises of the college and hostel.
6. Anyone found indulging in ragging in any form within or outside the college or in hostel, shall be immediately expelled from the college.
7. The student shall not make any representation regarding any matter connected with college to the press or other outside institution or agency without the prior permission of the authorities of the college.
8. The student shall not form any organization, hold meeting nor invite any person for any function without the prior permission of the principal.
9. Every student must actively participate in maintaining cleanliness of the campus of the college. The students must avoid any act which may spoil the campus.
10. The students have to park their vehicles at the students' parking stand only.
11. Every student must be regular and punctual in attending classes, practical's and any other work. Attendance of 75% lectures is compulsory. A student will not be allowing lectures; he/she fulfils the condition of 75% attendance.
12. The students should not secure admission to any other college or institute by fabrication of fact or information.
13. A student shall not do any misconduct or indiscipline in the class-rooms, laboratories, playground, library, gymnasium or any place of social and cultural activity on the campus of the college. The students shall abide by the general rules of discipline laid down by the college authorities from time to time. In all the matters, the Principals decision shall be final and binding on all the students.
14. The official class trips and Visits must be arranged with the prior permission of the principal.
15. The class-teacher will be appointed for every class. The students should approach to their class-teachers for any help they need regarding their studies or extra- curricular activities or in case of any other difficulty.

Rules of the Library:

1. Once a student gets admission, he shall bring two passport size photographs. After producing handbook in the library, student will be provided a Identity card, library card. A student should affix his/her photographs on the card and get them duly stamped in the library.
2. If a student fails to take his library card and identity card within a month from admission, he/ she will have to pay fine of Rs. 50/- per month for each card.
3. A fresh identity card will be issued only after on payment of Rs. 100/-.
4. A student will have to submit his / her library card to the library to cancel the membership before the annual examination.
5. The Librarian may cancel the membership of a student if he/she violates the rules of the library.
6. If a student leaves the college, his/her membership of the library is cancelled. In such case, he / she will have to submit library card in the library.
7. One textual and one non-textual book will be issued on the library card.
8. The books issued shall be submitted before the due date, otherwise a fine of Rs.1 per book per day will be levied for each overdue book.
9. Check the book before it is borrowed. Ensure that the book you are borrowing is not torn or spoiled. If so it to the notice of the library attendant.
10. If a book is lost, double cost of the book will have to be paid and the receipt of the same will have to be produced in the library.
11. If a student submits a book in a damaged condition, he/she will have to replace it with a new book.
12. If a student does not get a book after frequent oral demands, he/ she should approach to the Assistant Librarian or Librarian.
13. Absolute silence must be observed in the reading hall and library. Violation or tins may lead to the cancellation or the membership of the student.
14. The student shall abide by the general rules to discipline and conduct laid down by the Libraries from time to time regarding Reading Hall and Book Bank scheme.
15. Working Hours of the Library

Rules & Conditions for Granting Terms:

For the grant of academic terms, the students are required to fulfil the following

1. A student must be regular and punctual in attending classes and practical's. Attendance of 75% lectures and practical's is necessary for granting terms of the student.
2. A student must have satisfactory performance in Term End Terminal Examination and other tests conducted from time to time.
3. A student should be regular in attending N.S.S. activities, N.C.C. Parades and Physical Education activities.
4. If a student is a cadet or N.C.C., he / she should deposit all the kits issued to him/her during the year.
5. A student should pay all the fees of college and hostel before filing in the examination form.
6. Every student admitted to the first year of Arts / Commerce/ Science BBA-CA/ computer. Science & Hostel Students are required to undergo a compulsory medical examination from the nominated medical practitioner by the College. The student will be informed about the details of the same soon after the commencement of the academic year. If he / she fail to do so, his / her terms will not be granted and he/ she will not be eligible to appear for the examination.

Rules for Laboratories:

1. A student is required to handle all the equipment's of the laboratory very carefully.
2. A student should avoid the wastage of gas, water, electricity and chemicals etc.
3. A Student should follow all the instructions issued by teachers.
4. A student is required to submit the journals in time.
5. If a student is absent for practical's, the head of the concerned department may impose a fine of Rs. 10/- for each practical.
6. A Student will have to compensate the damage of equipment's.
7. A Student shall pay the required amount of deposit; otherwise he will not be permitted to attend the practicals.

Rules Regarding identity Card:

1. Once a student is admitted, the identity Card is issued to him/ her from the library. He/she is required to affix a photograph (6 cm × 4 cm) on the space provided for and get it duly stamped and signed by the Librarian.
2. If a student fails to get the identity Card before 31st July every year, he/she will have to pay a fine of R. 10/-.
3. If the identity card is lost, the student should immediately inform in writing to Librarian. A duplicate card will be issued on payment of Rs.100/-. If the original card is found thereafter, it must be deposited to the Librarian.
4. The college is not responsible for any misuse of identity card by the student.
5. A student must always carry with him/her the identity card issued to him/ her. He/ she must produce it whenever asked by the authorities of the college.
6. The Identity Card issued by the college is not transferable.

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Gymkhana Rules

The Gymkhana Managing Committee (GMG) organizes and administers the overall gymkhana activities of the college. The Principal is ex-officio chairman of the committee. The student selected for various games should be regular in all respect. He/she should follow all the instructions issued by the Physical Education Director and rules of the Gymkhana.

Cancellation of Admission

1. If a student wants to cancel his/her admission, he/she should apply in printed form available in the college.
2. The student must deposit his/ her identity Card. Library card, library books, laboratory equipment's, N.C.C. kits etc. with the college and should produce clearance certificate from various Departments and sections of the college. Any amount of deposit fees of a student will be refunded only after producing the Clearance Certificate.

Rules of Refund or Fees & Deposit:

As per university circular No. PGS/542/Dated-17/2/2011 For the candidate who cancel their admissions before starting the course for the relevant academic year his entire fee after deduction of processing fee of not more than Rs. 1000/- shall be refund to the student by the university/ concerned institution.

If the students cancel his admission after the course is started following scheme will be adopted for refund of total fees.

| Sr. No. | Time of cancellation | Vacant seat has been filled by another candidate before at date-amount to be deducted |
|----------------|--|--|
| 1. | From 1st day to 10 days (first day is inclusive) from the date of commencement of the course | 20% of the total fees |
| 2. | From 11th to 30th days from the date of commencement (first day inclusive) of the course | 40% of the total fees |
| 3. | After 30 days (First day is inclusive) | 100% of the total fees |

Note: Library & Laboratory deposits will not be refunded every year. When a student appear for his / her final exam. He /she should apply for the refund of deposit within 30 days after the result. Any types of dues on the name of the student such As books, fine, etc. will be deducted from the deposit.

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Transfer Certificate (T.C.)

For the purpose of getting T.C., a student should apply in the prescribed form available in the college along with Handbook.

| Transference Certificate Regular & External students | | |
|---|--|-----|
| a. | Within 6 months from the date of declaration of result | 60 |
| b. | Between 6 months to 12 months from the date of declaration of result | 100 |
| c. | After 12 months from the date of declaration of result | 200 |
| d. | Migration Certificate | 200 |
| e. | Other fees Bonafide Certificate (Regular & External) | 85 |

Scholarship and Free-ship

1. To avail Economic Backward Classes Concession (EBC), a student should submit income certificate from the competent authority in 4 copies.
2. A student applying for B.C. and other scholarships should submit four copies of passport size photographs and Caste Certificate issued by the competent authorities in 3 copies. A student from other college should submit Sanction Number and other details of the concessions or scholarship from the earlier college.
3. Notices regarding scholarship and free-ships are displayed on the notice boards. Students should read and follow the contents of the notices. If he / she fail to do so, the college will not be responsible in any matter.
4. For any scholarship, a student is required to open a Savings Account with the Bank of Maharashtra/State Bank or India Partner, and inform the college of his/her Account Number. The scholarship will not be paid in cash but deposited in the bank account only.
5. For B.C. free-ship, the student should preserve the challan of the examination fees paid.
6. The scholarship holder student's name to make the voucher the scholarship will be returned to the Government and he/ she will have to pay full fees to the college.

Examination Rules

1. Students are required to produce identity card for appearing University Examinations.
2. A student should not bring with him/her any paper notes or any other material into the examination hall.
3. Strict action will be taken against the student found guilty of copying or intending to copy or for any other unfair means and malpractices during the conduct of examination. This action will be in accordance with the provisions in the relevant university ordinances and will not be permitted to appear for the examination.

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4. The students should keep notebooks, books, notes, bags etc. outside the Examination Hall, when the Examination is in progress. The college is not responsible for any loss of such material.
5. Students are required to read the notices regarding examination details are played on the notice boards.
6. Violation of any rules or an act deemed as indiscipline On the part of students shall result in disciplinary action by the collage under the Pune University Ordinance No.7146 dated 10th March, 2003.
7. A Student, who has adopted or attempted unfair means in the examination, may not be admitted in the next year by the college.

| Account Office Cash Counter Timings. | | |
|---|---|--------------------|
| Monday to Friday | - | 10 am to 1.30 pm. |
| Saturday | - | 10 am to 12.30 pm. |