

**Nijampur – Jaitane Shikshan Prasarak Mandalache
Jagannath Kadwadas Shah Adarsh Mahavidyalay
Nijampur-Jaitane, Tal-Sakri, Dist-Dhule**



CODE OF CONDUCT HANDBOOK

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Introduction of Institution

Nijampur-Jaitane Shikshan Prasarak Mandal's Jagannath Kadwadas Shah Adarsh College is a renowned institution imparting higher education in hilly area of Dhulia District in Maharashtra. Jagannath Kadwadas Shah Adarsh College was established in 1995 to cater to the higher educational needs of the rural and tribal people of hilly area. Empower the rural and tribal students through value based and life oriented quality education is the mission of the college. N.J.S.P Mandal's Jagannath Kadwadas Shah Adarsh College has 2f and 12(B).Status of UGC and permanent affiliation with Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. The College has 3.21 acres of existing campus and five acres of new campus for future development. The College offers B.A. degree in special subjects English, Marathi, Hindi, Political Science, Sociology and Geography, Economics, History, and Defence Studies are offered as general subjects. The college also offers certificate courses and Add-on courses.

The college is reaccredited by NAAC with CGPA of 1.75 on four point scale at 'C' Grade in Second cycle. The college has organized university level, state level, national level and international seminars, conferences, workshops and webinars. There is a good work culture in our college. All staff members work unitedly as an academic team. The relations among staff members and management are very cordial. The management of our college has been working with vision and mission. The college has enough infrastructural facilities for academic and extra-curricular activities. The college is situated in hilly area. The mission of our college is "Empower the rural and tribal students through value based and life oriented quality education". The college offers inclusive education. Among admitted students 94% are from SC/ST/OBC/NT/SBC category who come from hilly area. Most of the students come from hilly area are first generation learners. The girls in our college are 65%. They are sincere and obedient. Thus the college works for the weaker and neglected section students. The students of hilly area are brought in the main stream of higher education.

The college has well qualified and regular Principal. The teaching staff of our college is qualified and competent. The Non-teaching staff is efficient. Nine teachers are Ph.D. and three teachers are M.Phil and the remaining teachers are also pursuing their Ph.D. in their respective subjects. There are five research guides for Ph.D. in our college, one is in English and the other

is in Sociology, Political Science, Marathi and Hindi. Prin.Dr.A.P.Khairnar successfully guided of eight Ph.D. students. More than 40 research papers and 14 books are to be credit of Prin.Dr.A.P.Khairnar.

Our Prin.Dr.A.P.Khairnar is the senate member of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. He has worked as the former Chairman of Board of Studies in English and former Dean Faculty of Arts & Fine Arts, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. He works on a number of university committees in different capacities.. The college has Internal Quality Assurance Cell for the sustenance and development of quality. The teaching and learning process is made innovative through various interactive methods. The skill based workshops are organized for the students. The cultural activities of the college are very strong. The extension activities are also strong. The girls empowering activities are the strongest and best activities. These activities have been hounored with the prize of ‘Jagar Janivancha’ of rupees one lakh by the Government of Maharashtra in 20123. The Principal of our college is an academic and administrative leader. He is a man of vision and mission with dynamic personality. The management of our college has insight and foresight that lead institution towards innovative ideas.

The management always guides and gives moral support and freedom in academic initiatives to the staff. These are the strengths of our college. Adv.Sharadchandra Jagannath Shah, Chairman, College Committee J. K. Shah Adarsh College has provided quality education in hilly area. The College secured ‘A’ Grade in Academic Audit conducted by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

Our College always organizes university, state, national workshops, conferences, seminars. Since 2006 our college organized 18 University Level, 03 State Level and 03 National Level Seminars, Conference and Workshop. The new best activity of Developing Research Culture Initiatives has been started from 2016 to till this day. It is resulted in the completion of research for Ph.D. and publication of research papers. Our Prin.Dr.A.P.Khairnar has completed one minor research project sponsored by Indian Council of Social Science Research (ICSSR), New Delhi entitled “A Socio-Linguistic Study Of The Bhilori Dialect (The Dialect Of The Bhils- A Tribal Community) In Nandurbar District Of Maharashtra”. Empowerment of hilly and tribal girls is given priority in planning and its execution. The birth rate of female child is reducing day

by day. The girls are not coming into the main stream of education in hilly area. Women of hilly area face a number of health, livelihood and financial issues. That is why the activities are organized every year for girls like university level workshop on Personality Development of Yuwati, Swayamsiddha Shibir, organized rally on Beti Bachhav Beti Padhav, Rangoli competition on Save Girls Child, Presentation platform, participation in Essay, Debate, Elocution competition and Sport opportunities.

Our college teachers and students have participated in 'Avishkar' organized Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. Rukmini-Narayan Bedse Research Prize Sponsored by Professor P.N.Patil (USA) and one prize is a research prize which is given to a senior student who publishes research paper in reputed journals.

Our college conducted Swachha Bharat Abhiyan in college campus as well as nearby villages. Hence, the Certificate provided by Department of Higher Education, Ministry of Human Resource Development, Government of India

During COVID-19 pandemic our college organized 29 webinars in online mode. Organized online national and international level webinars on various topics for students, teachers and society members during COVID-19 Pandemic period. Fifteen days Certificate Course in Yoga was organized for the fitness of society. Seven Days Certificate Course in Yoga for the wellness of women was also organized for women of all sections of society. Both Yoga courses were organized under Fit India Movement by our college.

Though, the college is situated in hilly area. Yet our college has integrated ICT in teaching and learning. Our Library is also computerized with E-resources facilities. The campus is under CCTV surveillance. College conducted Pradhan Mantri Gramin Digital Saksharta Abhiyan for hilly and tribal students of college. They received certificates from Government of India, Ministry of Electronics and Information Technology.

Our college has ISO certification. Extension and outreach programmes are also conducted as social service. In order to inculcate moral values and ethics examination is conducted on the life works of Mahatma Gandhi. The college has been participated in National Institutional Ranking Framework (NIRF), Ministry of Education, Government of India.

Scholarships are made available to the poor and needy students from weaker sections of society. Financial support is given to the poor and needy students every year. It made available

through Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

College also received Best COVID-19 Campaign certificate of recognition of Mahatma Gandhi National Council of Rural Education, Department of higher Education, Ministry of Education, Government of India.

College also completed the work of Green Audit, Energy Audit, Environmental Audit and Gender Audit.

Vision:-

To make available the best facilities of higher education for the allround development of the students of hilly area.

Mission:-

Empower the rural and tribal students through value based and life oriented quality education.

Objectives:

- To educate the first generation learners.
- To widen the vision of a youth through academic programme .
- To develop the personality of students through extra-curricular activities.
- To impart value based and moral education.
- To make the students dynamic, skilled, nation loving and visionary citizens.
- To develop communication skills among the students.
- To build confidence for life.
- To equip the students with digital skill, soft skills and corporate skills

Code of Conduct for Teachers and Non-Teachers

Code of conduct was introduced to different stakeholders. Handbook is circulated related to code of conduct for the various stakeholders. The teachers' code of conduct is governed by UGC Regulation 18th July 2018 as well as GR of government of Maharashtra on dated 8th March, 2019 and Maharashtra Public University Act 2016. The teachers are also abiding by the rules regarding discipline of Nijampur Jaitane Shikshan Prasarak Mandalache Jagannath Kadwadas Shah Adarsh Mahavidyalay, Nijampur-Jaitane. Professional ethics like honesty, sincerity, respect for others, responsibility punctuality, and morality are observed among the faculty in the institution.

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 organizations 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 counseling 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.

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.

Students Should:

Some Important Rules and Regulations for Admitted Students

The following rules and regulations are considered for admitted students

- 1) Students must be in attendance at all times. Their attendance should be 80%
- 2) Must attend the tutorial and test scheduled for each year.
- 3) Must be present in the university examination and pre-test examination conducted in the first session and in the second session.
- 4) It is necessary to show satisfactory progress by attending all the exams
- 5) Students should be polite and disciplined in class and other activities
- 6) Participate in college extracurricular and extracurricular activities
- 7) It is necessary to take part in outdoor and other sports during regular hours of physical education
- 8) It is necessary to return the books in the library on time
- 9) It is necessary to use the books in the library carefully

If a student behaves against the above rules, he / she will be punished accordingly and his / her session will not be sanctioned and he / she will not be allowed to sit for the examination.

Rules for student behaviour

- 1) Every student should attend all subjects regularly and on time
- 2) Students with less than 80% attendance will not be granted academic term and no fee concession will be given to them.
- 3) After getting admission in the college, every student is required to have an identity card. Students should put their own photo on the identity card and get the signature of the principal on it.
- 4) Make it a habit to read the daily notice on the notice board of the college.
- 5) The student should personally take care that his behavior will not be disturbed in the classroom where the teaching work is going on.
- 6) Students should not sit for hours of other classes or other subjects except their own subject hours without the permission of the concerned professor.
- 7) Students should dress modestly and neatly
- 8) Behavior of students should be polite in college or outside the college.
- 9) In the classroom, care should be taken to maintain peace in the library premises and during the ceremony
- 10) Every student should be vigilant to keep the property of the college safe and to keep the premises of the college clean.
- 11) Every student is required to purchase prospectus. The rules and information in it will be binding on them.
- 12) If the principal thinks that the behavior of a student is harmful from the point of view of the college, such student will be expelled from the college without giving any reason.
- 13) Changes made from time to time as per the circular of the University will be binding on the students



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