

The Navkonkan Education Society's

D.B.J. COLLEGE, CHIPLUN

Dr. Datar Science, Dr. Behere Arts,
Shree Pilukaka Joshi Commerce College

(Affiliated to University of Mumbai)

NAAC REACCREDITED GRADE: 'A' (CGPA 3.15)



Code of Conduct

Guiding principles

- Truth and transparency
- Inclusion and Equity
- Compassion and Humility
- Emphasis on Employability
- Respect for Nature and Everything Natural

VISION

“Converting Knowledge into Wisdom”

The Mission

To provide study facilities to acquire knowledge of high quality; and to raise self-confidence and courage to face challenges in life.

Objectives

- To provide learner-centered education facilities to the under-developed masses of Konkan region.
- To provide a local source of higher education with widespread disciplines and technology oriented courses to the students in nearby rural area.
- To facilitate the existing infrastructural and educational facilities to empower the girl students and minority students, culturally, socially, financially and politically.
- To extend the available services and facilities to the society.
- To initiate, to sustain and to augment quality education, with a view to establish the largest learner-centered education facility in the Konkan region.
- To upgrade and maintain the educational quality, in keeping with the changing global needs.
- To utilize its Lead College status to broaden the outreach activities to the surrounding educational institutions.
- To use ICT effectively to expand the institutional network to make available the latest information and knowledge to the stakeholders.

Code of Conduct for Students

- Our Code of Conduct applies to every student of D.B.J. College.
- All the students are required to wear their Identity Cards when on campus.
- It is mandatory for every student to attend at least 75% of total lectures held in each term in the college.
- Every student must dress in a manner that is appropriate for academic environment.
- Ragging, bullying, harassing any student in institution, or outside thereof, is strictly prohibited.
- They should treat all the members of the college community with respect and courtesy.
- They should respect the facilities and resources available to them.
- Cell phones are prohibited on the campus, except with permission of the Principal.
- All the students must contribute to the achievement of the 3 Es- Education, Employability and Employment.
- All the students must abide by the disciplinary requirements of the institution.

The Maharashtra Prohibition of Ragging Act, 1999

1. Ragging within or outside of any educational institution is prohibited.
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 offence 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 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 Non Teaching Staff of D.B.J. College

- All the non-teaching staff members should be punctual.
- All the activities of the staff should be focused on the students i.e. they should be learner-centric.
- Everyone should show respect and courtesy towards every member of D.B.J. family
- Everyone must dress in a manner that is appropriate for academic environment.
- The work assigned to each member should be completed according to schedule and with utmost sincerity.
- Every staff employed in the college shall discharge his/her duties efficiently and shall conform to the rules and regulations.
- No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.

Code of Conduct for the Teaching Staff of D.B.J. College

- All the teaching staff members should be punctual.
- All the activities of the staff should be focused on the students i.e. they should be learner-centric.
- Everyone should show respect and courtesy towards every member of D.B.J. family
- All are required to wear their Identity Card when on campus.
- Everyone must dress in a manner that is appropriate for academic environment.
- The work assigned to each member should be completed according to schedule and with utmost sincerity
- All the activities should be directed to the fulfillment of the of the 3 Eε- Education, Employability and Employment.
- Everyone should have a parental attitude towards the students.

Code of Conduct for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, protective, and law abiding. Besides, the following traits are expected from the Principal.

He should -

- Design a policy and plan to execute the vision and mission of the institution.
- Promote industry-institution interaction to inculcate research attitude among the staff.
- Ensure that the staff and students are aware of rules, policies and procedures of the college and ensure their fulfillment.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholders' feedback.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.

You may approach:

1. **The Principal for**
 - a) Anti-ragging Committee
 - b) Special Cell
 - c) Redressal for Staff Grievance
 - d) Redressal for Students' Grievance

2. **Discipline Committee**
 - a) Dr. S. H. Mane –Convenor
 - b) Mr. S. K. Namadas
 - c) Dr. B. S. Kamble
 - d) Mr. S. J. Nalawade
 - e) Mrs. P. P. Kubal
 - f) Mr. J. A. Kamble
 - g) Mr. A. M. Modak
 - h) Student Representative
 - i) Student Representative

3. **Woman Development Cell**
 - a) Mrs. A.N. Kelkar
Convener
 - b) Ms. Tejal Shinde
Student Representative
 - c) Ms. Priyanka Warankar
Student Representative