



**SHRI BANESHWAR SHIKSHAN SANSTHAS**

**ARTS, SCIENCE AND COMMERCE COLLEGE,  
BURHANNAGAR, AHMEDNAGAR 414002**



**AQAR 2023-24**

**CRITERION-7 INSTITUTIONAL VALUES AND BEST PRACTICES**

**KI: 7.1 Institutional Values and Social Responsibilities**

**QIM- 7.1.10 The Institution has a prescribed code of conduct for student, teachers, administrators and other staff and conduct periodic programmes in this regard.**



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College Code : 752  
Center Code : 167

SHRI BANESHWAR SHIKSHAN SANSTHA'S

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ACCREDITED 'C' GRADE BY NAAC

Ref. No.

Date: / /2024

Principal

Dr. V. M. Jadhav

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### Declaration

This is to declare that the information, reports, true copies of the supporting documents, numerical data, etc. submitted/presented in this file is verified by Internal Quality Assurance Cell (IQAC) and is correct as per the records. This declaration is for the purpose of AQAR submission of HEI for 2023-24.

Date:20/12/2024

Place: Burhannagar

Dr. R. H. Shaikh

IQAC Co-ordinator

*Signature*  
Co-ordinator

Internal Quality Assurance Cell  
Shri Baneshwar Shikshan Sansthas  
Arts, Science and Commerce College  
Burhannagar, Ahmednagar



Dr. V. M. Jadhav

*Signature*  
Principal

PRINCIPAL

Arts, Science and Commerce College  
Burhannagar, Ahmednagar

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**7.1.10 The Institution has a prescribed code of conduct for student, teachers, administrators and other staff and conduct periodic programmes in this regard.**

**Introduction**

Hon'ble Shivajirao Bhanudas Kardile, former MLA & Minister of State for Maharashtra, took inspiration from Bahujan Samaj and established Baneshwar Shikshan Sanstha in 1989. Students from poor, hardworking Bahujan community in the taluka have to go far for education. Girls in particular found it impossible to go far for education. He took inspiration and started Shri Baneshwar Sikshan Sanstha

Recognizing the need of the hour, the light of knowledge should be created by removing the base of ignorance. Hon'ble Shivajirao Kardile also inaugurated education at Bunhannagar with the noble intention of enlightening the Education Sector. In a short span of time, this educational institution has made a lot of progress. Today, the organization's works on Baneshwar Secondary and Higher Secondary School, Ujyannimata Secondary School, Pimpalgaon Ujjaini, Baneshwar Ashram School, Baneshwar English Medium School, Baneshwar College of Arts, Commerce and Science, Baneshwar College of Education, Baneshwar D.ed. college etc. The branches are working.

**Vision**

To provide excellence and innovation and success in education to inspire and transform lives in local community.

**Mission**

To prepare learner sensitive education with the knowledge skills and dispositions to contribute to better society.

**Objectives**

- To encourage the student's highest quality for teaching and learning practices.
- To improve the staff and students with necessary knowledge, skills and attitude for academic excellence.
- To develop overall personality of students.
- To inculcate values and social responsibilities among students.
- To give education to castles and classless society.
- Our institution is the updating curriculum, improving infrastructure facilities and motivating the faculty and the students to participate in academic development programs and community oriented activities.
- To improve the socially morally and economically backward students and marginal students.
- To provide technology transfer in rural area.

**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 wilfully 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 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.

• **Woman Grievances redressal committee:**

- 1) If anyone show you any kind of bait inform parents or teachers about it.
- 2) Do not accompany a person for any reason.
- 3) If anyone is causing trouble in the class or college then complain to your parents / teachers or immediately inform the police station.
- 4) Student should travel together. if any suspicious person is founded on daily routine, then informed to your parents or teachers.
- 5) If any kind of pushing or shoving happens while traveling through the bus, immediately report to the police help centre designated at the bus stand.
- 6) If any inappropriate behaviour happened in the college programs, then informed to the Hon. Principal, teacher and police station.
- 7) If there is some suspicion person found outside of the college like Canteen, tapri etc. then immediately informed Parents / Teacher / the Police Station.  
If the harasser came with the vehicle, then note down the vehicle number.

**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, practicals 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 an 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

**15. Working Hours of the library:**

**Monday to Friday.** - 10:00 am. to 05:00 pm.

**Lunch Break.** - 01:30 pm. to 02:00 pm. .

**Saturday.** - 10:00 am to 03:00 pm.

**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 and 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. Attendance of 75% lectures and practical is necessary for granting terms to 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 regulars in attending N.S.S. activities, Earn & Learn and Physical Education activities.
4. If a student should pay all the fees of college and Hostel before filling in the examination form.
5. A student pay all the fees of college and hostel before filling in the examination form.
6. Every student admitted to the first-year of Arts/Commerce Science is 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 fails to do so, his/her terms will not be granted and he/she will not be eligible to appear for the examination.

**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.

**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. LAW/2002/365 Dated-30/10/02 PGS/676 Dt. 28/02/2022 The candidate cancelling his confirmed admission will be entitled to receive the refund of fees after conducting amounts as indicated below expect otherwise prescribed by the state government university /competent authority.

Sr. No.	Percentage of refund of fees	Point of time when notice of withdrawal of admission is received in the institute.
1	100%	Within 10 days from the date of admission taken by the student concern.
2	90%	After 10 days and before 15 days from the date of admission taken by the student concern.
3	80%	After 10 days and before 15 days from the date of admission taken by the student concern.
4	60%	After 20 days and before 30 days from the date of admission taken by the student concern.
5	00%	After 30 days from the date of admission taken by the student concern.

**Note:** Library & Laboratory deposits will not be refunded every year. When a student appears 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

**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.

**Scholarship and Free-ship:**

- 1.To avail Economic Backward Classes Concession (EBC), Rajeshri Chhatrapati Shahu Maharaj Shikshan Shulk Scholarship 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.
3. A student from other college should submit Sanction Number and other details of the concessions or scholarship from the earlier college.
4. 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 fails to do so, the college will not be responsible in any matter.
5. For any scholarship, a student is required to open a Savings Accounts with The Nationalised Bank and inform the college of his/her Account Number The scholarship will not be paid in cash but deposited in the bank account only.
6. For B.C. Free-ship, the student should preserve the Challan of the examination fees paid.
- 7.The scholarship holder students have to make the voucher in time, otherwise 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.
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.** - 10:00 am. to 05:00 pm.

**Lunch Break.** - 01:30 pm. to 02:00 pm. .

**Saturday.** - 10:00 am to 03:00 pm.

**Rules regarding completion of migration for all students:**

- 1) Bank of Maharashtra DD for Rs.150/- in the name of Registrar, Pune University for migration. must be brought.
- 2) Migration form must be brought from University office.
- 3) Four xerox copies of the last examination marks must be brought. A manual is a must for all the above barbies. No certificate will be given if there is no handbook.
- 4) Two wallets for migration, postage Rs. 60/- ticket must be brought.
- 5) On both the wallets the college to which T.C. And the complete address of the college to which migration should be sent should be written correctly.