Perspective Plan of the Institution
(A.Y.2022-23)

The perspective plan (2018-23) of S.M.Dr.D.Y. Patil College of Computer and Business Studies is prepared after taking inputs from the College Development Committee (CDC) of the college and also the expectations of the management about the college. In the preparation of the perspective plan, the college has taken initiatives to include inputs from all stakeholders viz. the management, principal, the faculty, the administrative staff, students, the alumni association of the college, the parents also taken into the consideration for the formulation of the perspective plan, we have considered stakeholder's expectations, management's quality policies, goals, objectives and the vision and the mission statements of out college.

The overall Perspective Plan of-

Curricular Planning and Implementation:

- To establish the feedback system on curriculum from all the stakeholders.
- To enhance students effectively through field visit/ Project work.
- To establish the feedback system on curriculum from all the stakeholders.
- To provide academic flexibility

Teaching Learning and Evaluation:

- To promote the faculty to use ICT based teaching
- To conduct different programs for the slow learners as well as for the advanced learners.
- To initiate student centric teaching methods.
- To scrutinize the suggestions given by students through suggestion box and take action accordingly.
- The feedback system for Evaluation of Teachers by Students.
- Academic Calendar to be given to students before starting the academic year.

Research, Innovations and Extension:

- To promote research culture in the college.
- To organize state and national level seminars and workshops.
- To form MoUs / Collaborations/Linkages with different industries and institutes.
- To conduct students field projects and field visits

Infrastructure and Learning Resources:

- To arrange infrastructure facilities like ICT class rooms.
- To deploy ERP in all departments of the college
- To upgrade ICT infrastructure
- To install a water purifier system.
- To increase internet connectivity.
- To increase the number of CCTV cameras.

Student Support and Progression:

- To register alumni association.
- To organize sports and cultural competitions.
- To organize intercollegiate Elocution competition.
- To strengthen the career counselling and competitive examination guidance centre.
- To represent staff and students on various Committees for participation in decision-making i.e. Students' Council, Anti-ragging, Women Redressal Cell etc.

Governance Leadership and Management:

- To establish an Internal Quality Assurance Cell (IQAC).
- Reimbursement of registration fee for all faculties to present research papers in conferences.
- To motivate the faculty members to attend the faculty development programme. Non-teaching staff will be encouraged to do training programmes.
- To conduct the external and internal audits regularly and periodically.

Institutional Values and Best Practices:

- To create a green and clean campus.
- To conduct green audits.
- To install LED lights by reducing electricity consumption.
- To promote eco-friendly and plastic-free campus.
- To conduct social responsibility activities.
- To establish a system for waste management.

CODE OF CONDUCT

Code of Conduct for Students

The codes depicted underneath shall apply to all sorts of conduct of students within college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

At the time of admission, each student would have to sign a statement consenting to abide by the rules and regulation and should also assured that,

- Attendance in all lectures/practical/tutorials/tests/assignments/examination is compulsory for all subjects.
- The students should keep the identity card with them regularly and should wear the dress code.
- Whenever the identity cards are requested by the relevant authorities, they should submit it whenever demanded.

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PRINCIPAL
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- Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the principal, is liable to cancellation of his/her terms.
- The student who does have minimum required attendance of 75% of actual lectures/practical/tutorials/tests/assignments conducted in each term or do not show satisfactory progress in terminal/preliminary examinations will not be allowed for college/university examinations.
- The student who remains absent for the periodical test/examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by the parent.
- It is necessary for the students to be present at the time of admission in college and filling up any examination form.
- The students should complete the tutorials, tests and demonstrations as per SPPU, Pune and satisfaction of the proficiency.
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging,
- Students with a previous record of ragging will not be admitted to this College.
- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus.
- Stringent actions will be taken if rules are violated.
- Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writers, mobile phones, cameras, smart watch, chewing gum, chips will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the principal or the faculty members authorized in the matter concerned.
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- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college, directly or indirectly. Scribing on the walls and desks etc. should be avoided.
- If any student is found scribing the walls/desks, disciplinary action shall be taken against him/her.

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- The rules set by the College Principal needs to be followed time to time. The principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college.
- College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college.

Code of Conduct for Teachers

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals 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 must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

[A] Professional Values

(i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) He/she shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

He/she should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

- The teacher should in still a scientific and democratic outlook among his/her students, making them community oriented, patriotic and broad minded. This is a part of his/her social responsibility

- His/her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

- Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. He/she should keep in mind that society has entrusted him/her with their children.

[B] Professional Development and Practices

i. It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself herself in his/her field and other related ones in order to upgrade himself and the student community. He/she must also acquaint himself/herself with recent methodologies and other applications.

ii. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He/she should involve himself/herself in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.

iii. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programs. This will generate a holistic development and a congenial relationship with the students.

iv. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.

[C] Professional Integrity

i. Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

ii. Honesty should not be compromised in research. Plagiarism is an evil that cannot be research. Accepted at any cost. The aim should be to improve the quality of

There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

iii. The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[D] Professional Collaboration

i. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

ii. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

iii. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract

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iv. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.

v. Teachers should accord the same respect and treatment to the non- teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

vi. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

vii. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

Code of Conduct for Principal

The chair of the principal of a college has multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization.

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their best for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)

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- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism similar to essence-of-life.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To endeavour and strive for maintaining the vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

· As the academic head of the institution, the principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

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Code of Conduct for Non-Teaching Staff

Jr. Clerk:

- **T**o provide secretarial support to the trust & the Director.
- To handle the Accounts section, Student section, Scholarship section, Examination section and stores and maintenance related activities of DYPCCBS.
- To check the websites of the competent authority such as SPPU on a regular basis.
- To submit the annual report of the institute to the Savitribai Phule Pune University.
- To follow the rules and regulations of SPPU designed for higher educational institutes.
- To arrange selection committee interviews for various teaching positions in the college and submit a file for approval to the university.
- To ensure that the student's original documents are kept safe and returned to students after the student passes out from the institute.
- To execute the admission process, scholarship form filling process and University Examination process of students as per the guidelines issued by competent authority
- To put regular and reminder notices on the websites regarding administrative matters related to students, documents, scholarships, examination and fees of the students.
- To maintain general discipline, safety, cleanliness of premises, dress code etc.

Accountant:

- To Manage all accounting transactions.
- To Prepare budget forecasts.
- To Ensure timely bank payments.
- To compute taxes and prepare tax returns.
- To Manage balance sheets and profit/loss statements.
- Audit financial transactions and documents.
- To maintain the record of all financial transaction in accounts file.
- To do all academic and administrative expenses with permission of principal.
- To conduct external audit at the end of academic year and give all necessary and required information to Chartered Accountant for preparation of audit report. To regularly disburse the salaries of all teaching and non-teaching staff.
- To maintain proper record of income tax paid, provident fund and to maintain the dead stock register and maintenance register.

Librarian:

- To implement all library rules as defined by the management.
- To formulate vision, mission and objectives of library.
- Librarian is responsible for overall functioning of the library.
- To carry out annual maintenance of Library ERP software and carry out all functions of library through Vriddhi software
- To procure books, daily newspapers, journals, magazines, audio cassettes, e books. Online resources etc. recommended by faculty members.
- To renew the subscription of journals and magazines and periodicals and memberships related to libraries.
- To display all technical articles, literature and new arrivals.
- To maintain proper records of library

Peons:

- To ensure the seating arrangement in the office is hygienic and clean before commencement of office hours.
- To maintain cleanliness of classrooms, faculty room, seminar hall, principal cabin etc.
- To carry files from one desk to another as per instructions of faculty members and clerks.
- To operate and maintain photocopy machine.
- To do work related to the pantry such as prepare tea/coffee etc. and keep it clean.
- To do the work assigned by principal, teaching and other clerical staff in the office.
- To make the arrangements of the meetings.
- To provide tea/coffee/refreshment to the guests and all employees in the office.
- To attend the bell of the principal of the college.

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![Dr. D.Y. Patil College logo]

SHIKSHAN MAHARSHI DR. D.Y. PATIL SHIKSHAN SANSTHA'S

DR. D.Y. PATIL
COLLEGE OF COMPUTER & BUSINESS STUDIES
(Affiliated to Savitribai Phule Pune University)

AISHE CODE: C-41976   PUNCODE: CAAP014520

Student Support and Progression:
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- Whenever the identity cards are requested by the relevant authorities, they should submit it whenever demanded.
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- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
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- **T**o provide secretarial support to the trust & the Director.
- To handle the Accounts section, Student section, Scholarship section, Examination section and stores and maintenance related activities of DYPCCBS.
- To check the websites of the competent authority such as SPPU on a regular basis.
- To submit the annual report of the institute to the Savitribai Phule Pune University.
- To follow the rules and regulations of SPPU designed for higher educational institutes.
- To arrange selection committee interviews for various teaching positions in the college and submit a file for approval to the university.
- To ensure that the student's original documents are kept safe and returned to students after the student passes out from the institute.
- To execute the admission process, scholarship form filling process and University Examination process of students as per the guidelines issued by competent authority
- To put regular and reminder notices on the websites regarding administrative matters related to students, documents, scholarships, examination and fees of the students.
- To maintain general discipline, safety, cleanliness of premises, dress code etc.

Accountant:

- To Manage all accounting transactions.
- To Prepare budget forecasts.
- To Ensure timely bank payments.
- To compute taxes and prepare tax returns.
- To Manage balance sheets and profit/loss statements.
- Audit financial transactions and documents.
- To maintain the record of all financial transaction in accounts file.
- To do all academic and administrative expenses with permission of principal.
- To conduct external audit at the end of academic year and give all necessary and required information to Chartered Accountant for preparation of audit report. To regularly disburse the salaries of all teaching and non-teaching staff.
- To maintain proper record of income tax paid, provident fund and to maintain the dead stock register and maintenance register.

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Librarian:

- To implement all library rules as defined by the management.
- To formulate vision, mission and objectives of library.
- Librarian is responsible for overall functioning of the library.
- To carry out annual maintenance of Library ERP software and carry out all functions of library through Vriddhi software
- To procure books, daily newspapers, journals, magazines, audio cassettes, e books. Online resources etc. recommended by faculty members.
- To renew the subscription of journals and magazines and periodicals and memberships related to libraries.
- To display all technical articles, literature and new arrivals.
- To maintain proper records of library

Peons:

- To ensure the seating arrangement in the office is hygienic and clean before commencement of office hours.
- To maintain cleanliness of classrooms, faculty room, seminar hall, principal cabin etc.
- To carry files from one desk to another as per instructions of faculty members and clerks.
- To operate and maintain photocopy machine.
- To do work related to the pantry such as prepare tea/coffee etc. and keep it clean.
- To do the work assigned by principal, teaching and other clerical staff in the office.
- To make the arrangements of the meetings.
- To provide tea/coffee/refreshment to the guests and all employees in the office.
- To attend the bell of the principal of the college.

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DR. D.Y. PATIL
COLLEGE OF COMPUTER & BUSINESS STUDIES
(Affiliated to Savitribai Phule Pune University)

AISHE CODE: C-41976   PUNCODE: CAAP014520

Perspective Plan of the Institution
(A.Y.2020-21)

The perspective plan (2018-23) of S.M.Dr.D.Y. Patil College of Computer and Business Studies is prepared after taking inputs from the College Development Committee (CDC) of the college and also the expectations of the management about the college. In the preparation of the perspective plan, the college has taken initiatives to include inputs from all stakeholders viz. the management, principal, the faculty, the administrative staff, students, the alumni association of the college, the parents also taken into the consideration for the formulation of the perspective plan, we have considered stakeholder's expectations, management's quality policies, goals, objectives and the vision and the mission statements of out college.

The overall Perspective Plan of

Curricular Planning and Implementation:
- To establish the feedback system on curriculum from all the stakeholders.
- To enhance students effectively through field visit/ Project work.
- To establish the feedback system on curriculum from all the stakeholders.
- To provide academic flexibility

Teaching Learning and Evaluation:
- To promote the faculty to use ICT based teaching
- To conduct different programs for the slow learners as well as for the advanced learners.
- To initiate student centric teaching methods.
- To scrutinize the suggestions given by students through suggestion box and take action accordingly.
- The feedback system for Evaluation of Teachers by Students.
- Academic Calendar to be given to students before starting the academic year.

Research, Innovations and Extension:
- To promote research culture in the college.
- To organize state and national level seminars and workshops.
- To form MoUs / Collaborations/Linkages with different industries and institutes.
- To conduct students field projects and field visits

Infrastructure and Learning Resources:
- To arrange infrastructure facilities like ICT class rooms.
- To upgrade ICT infrastructure
- To install a water purifier system.To increase internet connectivity.
- To increase the number of CCTV cameras.

Student Support and Progression:

- To organize sports and cultural competitions.
- To strengthen the career counselling and competitive examination guidance centre.
- To represent staff and students on various Committees for participation in decision-making i.e. Students' Council, Anti-ragging, Women Redressal Cell etc.

Governance Leadership and Management:

- Reimbursement of registration fee for all faculties to present research papers in conferences.
- To motivate the faculty members to attend the faculty development programme. Non-teaching staff will be encouraged to do training programmes.
- To conduct the external and internal audits regularly and periodically.

Institutional Values and Best Practices:

- To create a green and clean campus.
- To conduct green audits.
- To install LED lights by reducing electricity consumption.
- To promote eco-friendly and plastic-free campus.
- To conduct social responsibility activities.
- To establish a system for waste management.

CODE OF CONDUCT

Code of Conduct for Students

The codes depicted underneath shall apply to all sorts of conduct of students within college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

At the time of admission, each student would have to sign a statement consenting to abide by the rules and regulation and should also assured that,

- Attendance in all lectures/practical/tutorials/tests/assignments/examination is compulsory for all subjects.
- The students should keep the identity card with them regularly and should wear the dress code.
- Whenever the identity cards are requested by the relevant authorities, they should submit it whenever demanded.
- Courtesy and respect must be the key aspects of a student's behaviour.

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- Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the principal, is liable to cancellation of his/her terms.
- The student who does have minimum required attendance of 75% of actual lectures/practical/tutorials/tests/assignments conducted in each term or do not show satisfactory progress in terminal/preliminary examinations will not be allowed for college/university examinations.
- The student who remains absent for the periodical test/examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by the parent.
- It is necessary for the students to be present at the time of admission in college and filling up any examination form.
- The students should complete the tutorials, tests and demonstrations as per SPPU, Pune and satisfaction of the proficiency.
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging,
- Students with a previous record of ragging will not be admitted to this College.
- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus.
- Stringent actions will be taken if rules are violated.
- Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writers, mobile phones, cameras, smart watch, chewing gum, chips will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the principal or the faculty members authorized in the matter concerned.
- Students shall not organize picnics, excursion trips etc, on their own, without the written permission of the Principal. All programs, meetings, gatherings, picnics etc.will be organized only with prior written permission of the Principal.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college, directly or indirectly. Scribing on the walls and desks etc. should be avoided.
- If any student is found scribing the walls/desks, disciplinary action shall be taken against him/her.

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- The rules set by the College Principal needs to be followed time to time. The principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college.
- College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college.

Code of Conduct for Teachers

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals 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 must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

[A] Professional Values

(i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) He/she shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

He/she should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

- The teacher should in still a scientific and democratic outlook among his/her students, making them community oriented, patriotic and broad minded. This is a part of his/her social responsibility

- His/her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

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- Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. He/she should keep in mind that society has entrusted him/her with their children.

[B] Professional Development and Practices

ix. It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself herself in his/her field and other related ones in order to upgrade himself and the student community. He/she must also acquaint himself/herself with recent methodologies and other applications.

x. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He/she should involve himself/herself in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.

xi. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programs. This will generate a holistic development and a congenial relationship with the students.

xii. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.

[C] Professional Integrity

vii. Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

viii. Honesty should not be compromised in research. Plagiarism is an evil that cannot be research. Accepted at any cost. The aim should be to improve the quality of

There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

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[D] Professional Collaboration

xv. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

xvi. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

xvii. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract

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xviii. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.

xix. Teachers should accord the same respect and treatment to the non- teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

xx. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

xxi. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

Code of Conduct for Principal

The chair of the principal of a college has multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization.

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their best for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

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- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism similar to essence-of-life.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To endeavour and strive for maintaining the vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

· As the academic head of the institution, the principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

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Code of Conduct for Non-Teaching Staff

Jr. Clerk:

- **T**o provide secretarial support to the trust & the Director.
- To handle the Accounts section, Student section, Scholarship section, Examination section and stores and maintenance related activities of DYPCCBS.
- To check the websites of the competent authority such as SPPU on a regular basis.
- To submit the annual report of the institute to the Savitribai Phule Pune University.
- To follow the rules and regulations of SPPU designed for higher educational institutes.
- To arrange selection committee interviews for various teaching positions in the college and submit a file for approval to the university.
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- To put regular and reminder notices on the websites regarding administrative matters related to students, documents, scholarships, examination and fees of the students.
- To maintain general discipline, safety, cleanliness of premises, dress code etc.

Accountant:

- To Manage all accounting transactions.
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- To implement all library rules as defined by the management.
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- Librarian is responsible for overall functioning of the library.
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- To ensure the seating arrangement in the office is hygienic and clean before commencement of office hours.
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(A.Y.2019-20)

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Curricular Planning and Implementation:

- To establish the feedback system on curriculum from all the stakeholders.
- To enhance students effectively through field visit/ Project work.
- To establish the feedback system on curriculum from all the stakeholders.
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- To create a green and clean campus.
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- To conduct social responsibility activities.
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CODE OF CONDUCT

Code of Conduct for Students

The codes depicted underneath shall apply to all sorts of conduct of students within college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

At the time of admission, each student would have to sign a statement consenting to abide by the rules and regulation and should also assured that,

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Code of Conduct for Principal

The chair of the principal of a college has multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization.

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their best for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

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- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism similar to essence-of-life.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To endeavour and strive for maintaining the vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

·   As the academic head of the institution, the principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

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Code of Conduct for Non-Teaching Staff

Jr. Clerk:

- **T**o provide secretarial support to the trust & the Director.
- To handle the Accounts section, Student section, Scholarship section, Examination section and stores and maintenance related activities of DYPCCBS.
- To check the websites of the competent authority such as SPPU on a regular basis.
- To submit the annual report of the institute to the Savitribai Phule Pune University.
- To follow the rules and regulations of SPPU designed for higher educational institutes.
- To arrange selection committee interviews for various teaching positions in the college and submit a file for approval to the university.
- To ensure that the student's original documents are kept safe and returned to students after the student passes out from the institute.
- To execute the admission process, scholarship form filling process and University Examination process of students as per the guidelines issued by competent authority
- To put regular and reminder notices on the websites regarding administrative matters related to students, documents, scholarships, examination and fees of the students.
- To maintain general discipline, safety, cleanliness of premises, dress code etc.

Accountant:

- To Manage all accounting transactions.
- To Prepare budget forecasts.
- To Ensure timely bank payments.
- To compute taxes and prepare tax returns.
- To Manage balance sheets and profit/loss statements.
- Audit financial transactions and documents.
- To maintain the record of all financial transaction in accounts file.
- To do all academic and administrative expenses with permission of principal.
- To conduct external audit at the end of academic year and give all necessary and required information to Chartered Accountant for preparation of audit report. To regularly disburse the salaries of all teaching and non-teaching staff.
- To maintain proper record of income tax paid, provident fund and to maintain the dead stock register and maintenance register.

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Librarian:

- To implement all library rules as defined by the management.
- To formulate vision, mission and objectives of library.
- Librarian is responsible for overall functioning of the library.
- To carry out annual maintenance of Library ERP software and carry out all functions of library through Vriddhi software
- To procure books, daily newspapers, journals, magazines, audio cassettes, e books. Online resources etc. recommended by faculty members.
- To renew the subscription of journals and magazines and periodicals and memberships related to libraries.
- To display all technical articles, literature and new arrivals.
- To maintain proper records of library

Peons:

- To ensure the seating arrangement in the office is hygienic and clean before commencement of office hours.
- To maintain cleanliness of classrooms, faculty room, seminar hall, principal cabin etc.
- To carry files from one desk to another as per instructions of faculty members and clerks.
- To operate and maintain photocopy machine.
- To do work related to the pantry such as prepare tea/coffee etc. and keep it clean.
- To do the work assigned by principal, teaching and other clerical staff in the office.
- To make the arrangements of the meetings.
- To provide tea/coffee/refreshment to the guests and all employees in the office.
- To attend the bell of the principal of the college.

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Perspective Plan of the Institution

(A.Y.2018-19)

The perspective plan (2018-23) of S.M.Dr.D.Y. Patil College of Computer and Business Studies is prepared after taking inputs from the College Development Committee (CDC) of the college and also the expectations of the management about the college. In the preparation of the perspective plan, the college has taken initiatives to include inputs from all stakeholders viz. the management, principal, the faculty, the administrative staff, students, the alumni association of the college, the parents also taken into the consideration for the formulation of the perspective plan, we have considered stakeholder's expectations, management's quality policies, goals, objectives and the vision and the mission statements of out college.

The overall Perspective Plan of

Curricular Planning and Implementation:
- To establish the feedback system on curriculum from all the stakeholders.
- To enhance students effectively through field visit/ Project work.
- To establish the feedback system on curriculum from all the stakeholders.
- To provide academic flexibility

Teaching Learning and Evaluation:
- To promote the faculty to use ICT based teaching
- To conduct different programs for the slow learners as well as for the advanced learners.
- To initiate student centric teaching methods.
- To scrutinize the suggestions given by students through suggestion box and take action accordingly.
- The feedback system for Evaluation of Teachers by Students.
- Academic Calendar to be given to students before starting the academic year.

Research, Innovations and Extension:
- To promote research culture in the college.
- To organize state and national level seminars and workshops.
- To form MoUs / Collaborations/Linkages with different industries and institutes.
- To conduct students field projects and field visits

Infrastructure and Learning Resources:
- To arrange infrastructure facilities like ICT class rooms.
- To upgrade ICT infrastructure
- To install a water purifier system.

- To increase internet connectivity.
- To increase the number of CCTV cameras.

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Student Support and Progression:

- To organize sports and cultural competitions.
- To strengthen the career counselling and competitive examination guidance centre.
- To represent staff and students on various Committees for participation in decision-making i.e. Students' Council, Anti-ragging, Women Redressal Cell etc.

Governance Leadership and Management:

- Reimbursement of registration fee for all faculties to present research papers in conferences.
- To motivate the faculty members to attend the faculty development programme. Non-teaching staff will be encouraged to do training programmes.
- To conduct the external and internal audits regularly and periodically.

Institutional Values and Best Practices:

- To create a green and clean campus.
- To conduct green audits.
- To install LED lights by reducing electricity consumption.
- To promote eco-friendly and plastic-free campus.
- To conduct social responsibility activities.
- To establish a system for waste management.

CODE OF CONDUCT

Code of Conduct for Students

The codes depicted underneath shall apply to all sorts of conduct of students within college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

At the time of admission, each student would have to sign a statement consenting to abide by the rules and regulation and should also assured that,

- Attendance in all lectures/practical/tutorials/tests/assignments/examination is compulsory for all subjects.
- The students should keep the identity card with them regularly and should wear the dress code.
- Whenever the identity cards are requested by the relevant authorities, they should submit it whenever demanded.Courtesy and respect must be the key aspects of a student's behaviour.

- Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the principal, is liable to cancellation of his/her terms.
- The student who does have minimum required attendance of 75% of actual lectures/practical/tutorials/tests/assignments conducted in each term or do not show satisfactory progress in terminal/preliminary examinations will not be allowed for college/university examinations.
- The student who remains absent for the periodical test/examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by the parent.
- It is necessary for the students to be present at the time of admission in college and filling up any examination form.
- The students should complete the tutorials, tests and demonstrations as per SPPU, Pune and satisfaction of the proficiency.
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging,
- Students with a previous record of ragging will not be admitted to this College.
- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus.
- Stringent actions will be taken if rules are violated.
- Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writers, mobile phones, cameras, smart watch, chewing gum, chips will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the principal or the faculty members authorized in the matter concerned.
- Students shall not organize picnics, excursion trips etc, on their own, without the written permission of the Principal. All programs, meetings, gatherings, picnics etc.will be organized only with prior written permission of the Principal.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college, directly or indirectly. Scribing on the walls and desks etc. should be avoided.
- If any student is found scribing the walls/desks, disciplinary action shall be taken against him/her.

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- The rules set by the College Principal needs to be followed time to time. The principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college.
- College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college.

Code of Conduct for Teachers

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals 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 must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

[A] Professional Values

(i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) He/she shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

He/she should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

- The teacher should in still a scientific and democratic outlook among his/her students, making them community oriented, patriotic and broad minded. This is a part of his/her social responsibility

- His/her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

- Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. He/she should keep in mind that society has entrusted him/her with their children.

[B] Professional Development and Practices

xvii.   It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself herself in his/her field and other related ones in order to upgrade himself and the student community. He/she must also acquaint himself/herself with recent methodologies and other applications.

xviii.   A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He/she should involve himself/herself in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.

xix.   The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programs. This will generate a holistic development and a congenial relationship with the students.

xx.   Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.

[C] Professional Integrity

xiii.   Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

xiv.   Honesty should not be compromised in research. Plagiarism is an evil that cannot be research. Accepted at any cost. The aim should be to improve the quality of

There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

xv.   The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[D] Professional Collaboration

xxix.   Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

xxx.   Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

xxxi.   Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract

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xxxii. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.

xxxiii. Teachers should accord the same respect and treatment to the non- teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

xxxiv. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

xxxv.   Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

Code of Conduct for Principal

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Centre
Code
0873

Code of Conduct for Non-Teaching Staff

Jr. Clerk:

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Librarian:

- To implement all library rules as defined by the management.
- To formulate vision, mission and objectives of library.
- Librarian is responsible for overall functioning of the library.
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- To renew the subscription of journals and magazines and periodicals and memberships related to libraries.
- To display all technical articles, literature and new arrivals.
- To maintain proper records of library

Peons:

- To ensure the seating arrangement in the office is hygienic and clean before commencement of office hours.
- To maintain cleanliness of classrooms, faculty room, seminar hall, principal cabin etc.
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- To do work related to the pantry such as prepare tea/coffee etc. and keep it clean.
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- To attend the bell of the principal of the college.

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