

**JSPM's JSIMR  
Manual for Code of Conduct,  
Procedures & Responsibilities of  
Stakeholders**



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## **INTRODUCTION:**

The guidelines published in the manual are as per set norms made by JSPM's Jayawantrao Sawant Institute of Management & Research, Pune. This document is a blend of guidelines based on the following:

1. The University Grants Commission, New Delhi
2. All India Technical Education, New Delhi
3. Directorate of Technical Education, Mumbai
4. Savitribai Phule Pune University, Pune

This manual has been prepared to ensure an effective and efficient functioning of the governance at all levels to the satisfaction of all the stakeholders associated with this institute.

This document provides the core values and principles of good governance. The effective implementation of this will lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance and upgrade the quality of education from time to time. These guidelines which are written in the manual will lead to transparency, accountability and clarity in the routine administration. The expected benefits due to implementation of good governance through these guidelines presented in this manual will lead to achieve following objectives in terms of **Human Rights and Duties Education, Promotion of Ethics and Human Values:**

### **Objectives:**

1. To provide the code of conduct of the institute to the stakeholders
1. To provide the information duties , Procedures & Responsibilities of Stakeholders
2. To strengthen the existing practices Implement transparency at all levels of governance in academics and administration
3. To follow integrity in appointments at all levels and comply with rules and regulations of all statutory bodies
4. To provide transparency in the process and procedure set by the institute.

## **ABOUT THE INSTITUTION**

The institute JSPM's Jayawantrao Sawant Institute of Management and Research (JSIMR) was established in the year 2006 and functioning under the dynamic leadership of the eminent visionary and **Founder Secretary of JSPM & TSSM Group of Institutions Prof. Dr.T.J.Sawant.** Good governance and leadership with Intellectual Honesty and realizing philosophies are keys to growth and success of an organization. Good Governance at JSPM's JSIMR is realized as the experience and wisdom of eminent personalities serving on the board of Management through Governing Body (GB), Local Management Committee (LMC)/College Development Committee (CDC), AAB, Industry Academia Forum, IQAC and R& D Cell.

The institute is approved by All India Council of Technical Education (AICTE) and affiliated to Savitribai Phule Pune University and recognized by Government of Maharashtra. The various bodies and authorities responsible for the governance of the Institution as per set statute of University are in place and functioning as per the provisions contained in the UGC-Institutions regulations. The institute provides good governance befitting its stature by steering, rewarding, controlling, mobilizing and understanding its resources and be able to realize the same through the highest standards of transparency, accountability, and efficiency as depicted below:

## **VISION, MISSION, OBJECTIVES AND CORE VALUES OF THE INSTITUTE**

Jayawantrao Sawant Institute of Management & Research has stated its **Vision, Mission, Objectives and Values** which are in tune with the objectives of the management education. The Vision, Mission, Objectives and Values are as follows:

### **VISION OF JSIMR**

**“To nurture Managerial Excellence through value based quality education.”**

### **MISSION OF JSIMR**

- 1. To build the future business leaders by imparting education through high quality value based and innovative teaching learning that meets industry expectations**
- 2. To enhance research and entrepreneurial attitude through team spirit, activity based learning and industry interface**
- 3. To foster a passion for social commitment and sustainability amongst students and staff**

### **OBJECTIVES OF JSIMR**

- 1) To create student centric learning environment which prepares them to succeed in achieving their educational, professional and entrepreneurial goals
- 2) To organize knowledge sessions and academic forum activities in various functional areas to impart knowledge delivery.
- 3) To focus on new and emerging areas in education which would enhance the core competencies of the students
- 4) To develop a spirit of social commitment amongst students and staff of the institute.
- 5) To build the confidence and competence amongst the students by conducting mentoring and personal counseling program.
- 6) To collaborate with other academic institutes and industries around the world to strengthen the education, industry connect and research ecosystem.

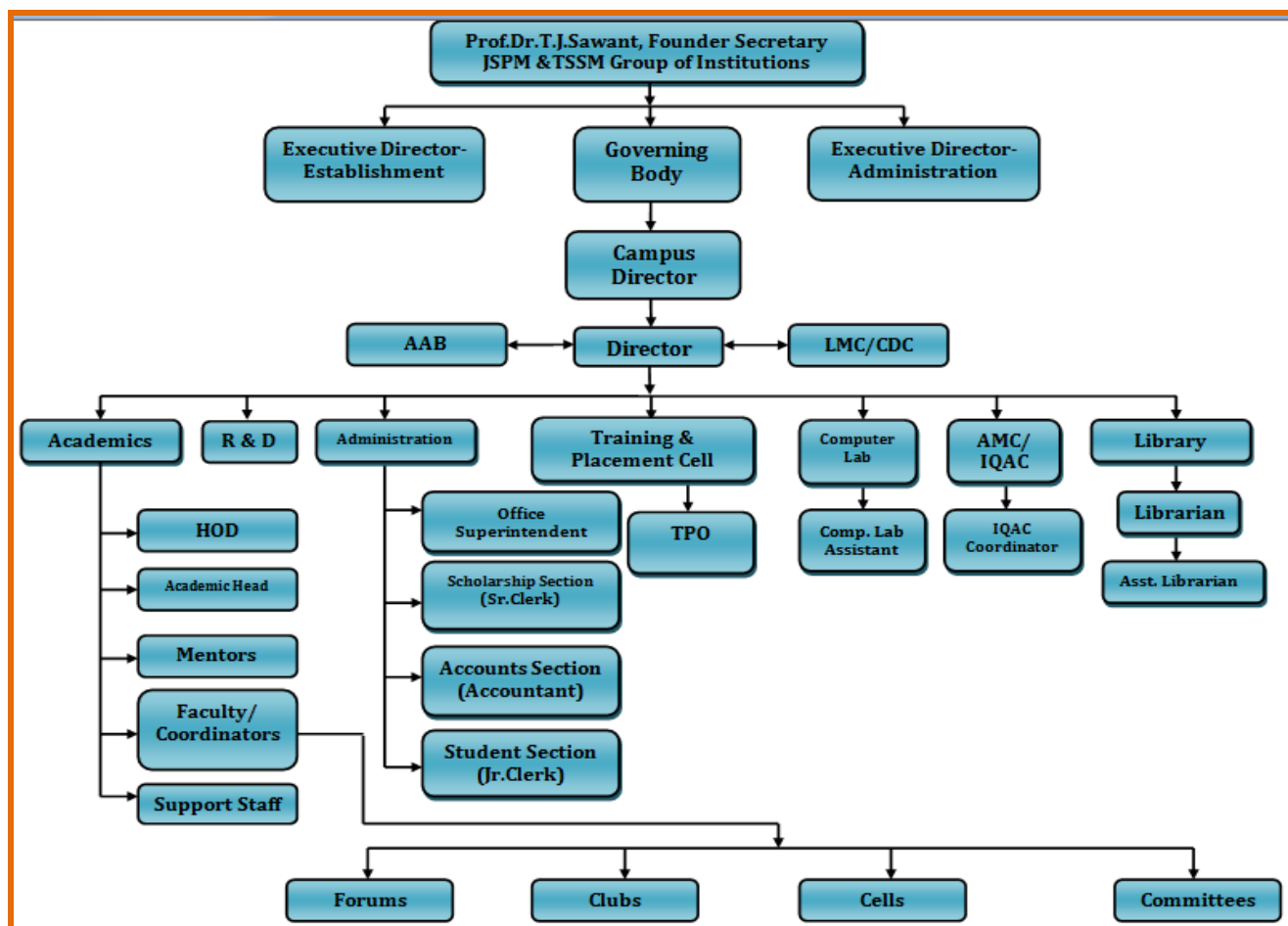
### **VALUES OF JSIMR**

JSIMR offers excellent opportunities for students, staff to interact, network with fellow students. The stated values for the holistic development of the students are as below;

- 1) Pursuit of Excellence**
- 2) Mutual Respect and Concern for other Individual**
- 3) Ethical Standards**
- 4) Responsiveness towards Social Responsibility**

## ORGANIZATIONAL STRUCTURE:

The Institute believes in participative approach at all levels to ensure that the vision and mission of the institute are realized through its goals and objectives with clear-delegation of powers as described below. The following diagram shows current organizational chart;



## GOVERNANCE OF THE INSTITUTE

**Statutory Bodies** The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC and affiliating university:

1. Governing Body
2. Academic Monitory Committee
3. Finance Committee
4. Internal Quality Assurance Cell (IQAC)

## GOVERNING BODY

The Governing body is the apex body that monitors the development and progress of the institute and time to time suggests activities for the growth and overall development of the institute. It also aims at shaping the institute to meet the highest standards in the field of

management education. The governing body of the institute has been constituted as per the rules and regulations of AICTE, DTE and SPPU.

The main objective of the governing body is to offer transparent and effective governance in the growth and development of the institute.

As per the UGC guidelines, following members of the Governing Body of JSIMR will represent on the Board.

Sr. No	Name of Member	Nature of Association with the Promoting Body
1	Prof. T. J. Sawant	Chairman
2	Dr. Anita Khatke	Director & Member Secretary
3	Dr.B.S.Sawant	Dean, Shivaji University
4	WRO-Ex-Officio	AICTE Nominee (WRO-Ex-Officio)
5	Dr. S.K.Mahajan	Nominee,DTE Maharashtra
6	Dr.B.V.Sanghvikar	Nominee,SPPU
7	Dr. S.K.Sawant	Member JSPM
8	Dr. R.S.Joshi	Member JSPM
9	Dr.V.A.Bugade	Member JSPM
10	CA Prem Patil	Member JSPM
11	Mr.Rajendra Singh Thakur	Industrialist/Employee
12	Mr.Suresh Raina	Industrialist/Employee
13	Prof.Reuben Umap	Assistant Professor & Member

#### **Roles and Responsibilities:**

1. To pass the resolutions made by the management council viz. Local Management committee/College Development Committee
2. To make strategic policy decisions related to expansion, recruitment, HR policies related to promotion and appraisal
3. Various policies with respect to academic excellence, research and entrepreneurship are been decided in the Governing body meeting
4. All the major financial transactions are analyzed and verified by the governing body under different heads like research & development, training, library, furniture, equipment & repair and maintenance
5. Governing body reviews and approves the proposal and forwards the proposal to the Chairman/Secretary (Management)

## FINANCE COMMITTEE

The Finance Committee will advise the Governing Body on financial matters. It shall prepare income and expenditure statements of the institute in the prescribed format to submit to Fee Regulation Committee, appointed by the state, for fixation of tuition and others fees of the Institute. The Finance Committee will be an advisory body to the Governing body. The following are the members of the finance committee:

Designation	Name
Chairman	Dr. Anita Khatke
Faculty Member	Prof. Vinay Bhalerao
Faculty Member	Prof. Vaishali Nikam
Internal Auditor–JSPM’s JSIMR	Mr. Abhijeet Bhate
Accountant	Mr. Sugriv Jadhav

### Responsibilities of Finance committee:

- 1) To get the requirement from various chairman, coordinators about expenses to be incurred annually
- 2) Preparation of budget in coordination with Internal auditor
- 3) To ensure the utilization of budget for resource mobilization of the institute
- 4) Preparation of expense sheet and relevant documents related to activity/event.
- 5) To conduct the event audit and internal audit
- 6) Coordinate with JSPM Corporate office for audit purpose

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

As per University Grants Commission (12th Plan guidelines for Establishment & Monitoring of the IQACs in Institutes)

The institute has formed the Internal Quality Assurance Cell (IQAC). Since its inception the internal quality assurance cell (IQAC) of institute has been working on developing quality and monitoring performance indicators for the institute. Periodic meetings are held to monitor the progress made towards achievement of higher standards in education by the institute.

## FUNCTION OF VARIOUS ROLES

### Service Rules & Procedure:

Services of all teaching and non teaching staff are governed by the JSPM as per the rules and regulations of AICTE, DTE, Government of Maharashtra and Savitribai Phule Pune University. Given below is the list of service rules which are stated and communicated to all staff members at the time of appointment through appointment letter.

### Recruitment Policy:

The recruitment process is carried out as per roaster. The institution adheres to GOI/ State Govt. policies on recruitment (Access, equity, gender sensitivity and physically disabled). The recruitment process is carried out as per roster.

### Promotional Policy:

Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the institute. Institute has self appraisal system. Annual increments and promotions

are offered to faculty based on their performance. Promotions of the staff are decided on the basis of following considerations.

**Teaching Staff:**

- 1) Eligibility as per UGC, AICTE Norms
- 2) Academic Qualification and Experience
- 3) Student Feedback and Result Analysis
- 4) Faculty Research Contribution
- 5) Publications, Awards, Recognition
- 6) Faculty involvement in organizational work

**Non Teaching Staff:**

- 1) Continuous Education
- 2) Behavioral Aspects
- 3) Regularity & Punctuality
- 4) Feedback from Dept. Head and Director
- 5) Completion of allocated works
- 6) Admin Duties and Responsibilities

Director decides to evaluate performance of an employee on the basis of experience, education, research papers published, duties, roles and responsibilities by the employee, feedback of students and result of the courses/subjects etc.

➤ **Procedure of Appraisal at Institute:**

1. Filling of Self Appraisal Form
2. Verifying the appraisal form and remark by the Director
3. Discussion with Management about differences, improvements and rewards.
4. Promotion and Increments declaration

**GRIEVANCE REDRESSAL MECHANISM**

The institute has formed Grievance Redressal cell for the faculty and students to address their grievances and complaints and resolve it with appropriate mechanism.

The cell is headed by director. The mechanism to deal with grievance is as follows:

- 1) A record is maintained by the Grievance Committee Coordinator outlining the nature of the complaint, the complainant, date the complaint has been brought to the Coordinator attention and action taken to resolve the complaint.
- 2) The director receives grievance
- 3) Director takes cognizance and action as per intensity of the grievance.
- 4) Committee sort out the grievances based on the nature of grievance: Academic, Administrative, Facilities.
- 5) Grievances related to functional duties are discussed in the meetings and issues are resolved after obtaining appropriate information from concerned person/section.

The institute has also formed Anti-Ragging Committee which ensures that vigilant measures are taken to curb the menace of ragging within or outside of campus premises. Their main objective is to root out ragging in all its forms in the educational system.



The Institute shall have a duly constituted 'Grievance Redressal Committee', to maintain harmony and discipline in the Institute campus including the hostel premises and to redress all grievances of students and of staff.

#### **GENERAL GRIEVANCE COMMITTEE (ACADEMIC / RAGGING) COMPOSITION**

- 1) The complaints cum redressal/ General Grievance Committee shall be headed by senior
- 2) Faculty member, Heads of Department, A senior lady staff member from (if available) A senior member from BC., SC., or ST categories (if available)

#### **Functions**

- 1) To enquire into complaints received from the aggrieved students or staff of the Institute including complaints of ragging.
- 2) To recommend to the Director of the Institute, the penalty to be imposed.

#### **Committee on Grievances on Sexual Harassment**

- i. The Committee shall consist of a presiding officer who shall be women faculty member employed at a senior level at the educational institution.
- ii. Not less than two teaching employees and a non-teaching employee preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii. Not less than three students, who shall be enrolled at the postgraduate, masters level
- iv. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

#### **ANTI RAGGING COMMITTEE:**

Institute constituted a committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, nonteaching staff; and shall have a diverse mix of membership in terms of level as well as gender. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti Ragging Squad in prevention of ragging in the institution.

**Anti-Ragging Squad:** Institute constituted a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any

student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

## **ROLES AND RESPONSIBILITY AND CODE OF CONDUCT**

### **Conduct rules for teaching and non-teaching Staff:**

- 1) The Teaching and non-teaching staff members are expected to be at the place of work during the specified working hours. If, for any important reason, one has to leave the work place, Staff members should take Prior written permission from the Director/HOD.
- 2) The Teaching and non-teaching staff members shall not involve themselves in other activities/businesses, which affect their supportive contribution in the Department and the college.
- 3) The staff members shall not engage in offering private tuitions.
- 4) Staff members are motivated to take up Consultancy/Research projects by the prior permission of the Management.
- 5) The teaching and Non-teaching staff shall prohibited any kind of offerings from the students / parents / companies having business transactions with the college.
- 6) During working hours staff members are not supposed to involve themselves in political activities
- 7) Any confidential documents such as student feedback forms and self-performance appraisal reports given by the individual shall not to be disclosed
- 8) The Teaching and Non-teaching staff members are supposed to follow the dress code of the college.
- 9) Any misconduct or misdemeanor by violating the above rules a may lead to the suspension / termination.

## **LEAVE RULES:**

The staff members are entitled to enjoy the following leave benefits:

- 1) Casual Leave**
- 2) Vacation**
- 3) Earn leave**
- 4) On-duty**
- 5) Maternity Leave**
- 6) Study Leave**
- 7) Sabbatical Leave**
- 8) Compensatory Off. (C.O.)**
- 9) Paid Leave and Unpaid Leave etc.**

## **LEAVE POLICY & PROCEDURE:**

1. Leave is a provision made by the organization for the employee to remain absent from work due to personal/important work.
2. This leave, by rule is granted by the concerned authority with prior approval.
3. Leave cannot be claimed by the employees it always has to be pre approved for genuine reasons.
4. The Categories of leave available to the employees are: Casual Leave, Earn Leave, Maternity Leave, On Duty Leave, Medical leave, Semester Vacation, Study leave, sabbatical leave and Leave without Pay.
5. For the purpose of leave, “Year” shall mean the calendar Year commencing 1st July and ending 30th June.
6. Employees shall apply for leave on prescribed formats.
7. Holidays and weekly-offs between the leaves will be treated as a part of leave only.
8. Leave of any kind will be approved by the HOD/Director on sole discretion.
9. Record of no. of leaves availed is maintained by the administrative staff.
10. Remaining absent from work without preapproval/intimation will result cut emoluments and will be considered as misbehavior.
11. Any employee of the organization will not engage himself in any other employment /work during the period of leave.
12. Medical leaves will be sanctioned only after rejoining the institute with proper medical certificate by a registered medical practitioner.
13. In case of emergency any employee/s on leave/vacation can be called back to report to work on urgent basis without prior notice.

14. All leaves will be availed only after prior sanction of the concerned authority. Casual leave will be considered only in case of sudden illness or any emergencies.

**The staff members are entitled for the following leave benefits:**

**Casual Leave (C.L)**

Casual leave is granted to the teaching and non teaching staff to enable them in special circumstances to be absent from work. However to claim leave is not matter of right. The number of casual leaves allowed is 15 per calendar year.

1. Faculty availing the casual leave should arrange for substitute in his/her place with approval from HOD/Director/Principal.
2. It is mandatory for the staff to get the sanction for his/her leave from the HOD/Principal/Director at least one day prior to the date of the leave applied.
3. In case of emergency the staff can avail the leave telephonically from the concerned authority and also make substitute available for the work assigned during the leave period.
4. Total no of casual leave at one particular spell should not exceed 3 days including Sundays and any other holidays.
5. Only 3 days per month casual leave is sanctioned.
6. Casual leave will be availed to the maximum of 8 days in a period of 6 months i.e. July to June (academic year)
7. Unutilized casual leaves will automatically lapse at the end of every academic year.

**On Duty (O.D)**

O.D. (On Duty) is permitted to the faculty member who is assigned official work. The nature of duties and the number of days of O.D. permitted are as follows:

1. The purpose of On Duty leave is the University work, practical examinations, observer for theory examinations, paper evaluation and any other University related work etc the Faculty members will be permitted on duty leave.
2. On duty of 4 days per semester will be granted for the faculty member for participation and/or presentation of paper in National/International seminars.
3. The faculty member availing O.D. is permitted to receive the remuneration for the work assigned by the University or any other academic body/bodies.
4. Faculty member/s are permitted to go on 'On Duty' for academic related work of the institutes/colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, AICTE, DTE, Resource person for other colleges etc after obtaining prior written permission from the H.O.D./Director/Principal.
5. Staff members availing O.D. are entitled to draw their salary in full for the entire period of O.D. with proper documentation of the work done.
6. In all the above cases, prior written permission has to be obtained from the concerned authority (HOD/Director/Principal)

### **Maternity Leave**

1. The leave is applicable to all the Women members of staff who have completed one year of service with the regular scale of pay only and can be availed only once in service tenure.
2. This leave is admissible for 180 days only and may be taken before or after delivery as advised by the doctor for the first or second child only. Extension of leave after availing maternity leave is not allowed.

### **Semester Vacation (Summer and Winter Vacation)**

1. The vacation period for teaching staff will be 7 days for those who have completed 6 months of service but not one year, 15 days for those who have completed 1 year, and 30 days for those who have completed 2 years and above.
2. Director/Principal/HOD should take care that minimum fifty percent staff should remain in the institute at any point of time during the vacation.
3. The staff members are permitted to avail the vacation in the maximum of 2 spells only.
4. The vacation is for a specific period in summer and winter. It is decided by the Principal/Director and the management.
5. No staff member can take the vacation after the vacation period.
6. The principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
7. No other leave can be combined with vacation.
8. All the staff members must be present in the Institution on the last working day prior to the vacation and also on reopening day after the vacation to become eligible to draw their vacation salary.

### **Medical Leave:**

Medical leave will be given to the staff members basing on the merits of the respective cases as a matter of social obligation.

### **Earned leave:**

1. Earned leave can be availed only by non teaching staff.
2. Prior written permission has to be obtained from the concerned authority (HOD/Director/Principal)
3. The non-teaching staff will be given 10 days earned leave for those who have completed 2 ½ years of service.
4. The staff members are permitted to avail the earned leave for maximum 7 days in one spell only.

### **Study Leave:**

- 1) Study leave with/without pay may be granted to deserving employees after completion of five years of service for perusing higher studies at the discretion of the management. The terms of leave will be worked out on case to case basis.
- 2) The Purpose of Study Leave is for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his ability.

- 3) The official on his/her return should submit a full report on the work done during study leave.
- 4) Study leave is not allowable for studies out of India if facilities for such studies exist in India.

Maximum period of study leave is 24 months in the entire service and may be granted at a stretch or in different spells.

**Sabbatical Leave:**

- 1) The Professor of the Institute shall be permitted to Sabbatical Leave, on full pay and allowances, for a period of one semester, at the end of continuous service Three years, or two semesters after continuous service of Six Years, on the post of Professor in the Institute before the age of superannuation.
- 2) Sabbatical leave shall be granted for undertaking study/research and/or writing purpose, within the country or abroad.
- 3) The Professor shall be allowed to draw the normal increments on the due dates and the period of leave shall count as continuous service for purpose of pension/retirement benefits, provided the Professor rejoins the Institute on the expiry of his leave.
- 4) In any case, sabbatical leave shall not exceed three times during the entire service of such a member.
- 5) Sabbatical Leave may be granted for to conduct research or advanced studies in India /abroad; to write text books, standard works and other literature; to visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields; to visit or work in a University, Industry or Government research laboratory in India and Abroad; and any other purposes for the academic development of the staff as approved by the Board.

**Compensatory Off:**

- 1) All the staff members are entitled to Compensatory Off for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.
- 2) Prior approval has to be taken in writing from the Principal or respective authority for work on holidays and the same is to be noted in the prescribed register.
- 3) Compensatory Off may be availed within a month of the work on holidays or overtime and cannot be accumulated.
- 4) One day compensatory Off cannot be split into half days.
- 5) Compensatory Off cannot be availed for work on holidays or outside office hours to complete work left undone due to the negligence of staff and as such notified by the supervising officers to complete work in prescribed time.

**Paid and Unpaid Leave:**

- 1) If the leave is sanctioned then it is termed as paid Leave and If an employee has no leave available to his / her credit, he/ she may request for Unpaid leave under exceptional conditions.
- 2) It must be clearly understood that during Leave without Pay, each calendar day shall be recorded as a day without pay.
- 3) Leave without pay is applicable to all employees and it is only a privilege and not a right.

- 4) If Unpaid Leave exceeds 7 days in continuation, the employee is supposed to rejoin as per the formalities decide by the Concerned authorities.

**Note:** Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Management/Director in all the cases is final.

### **Duties and Responsibilities of Head of the Institution- Director:**

The Director is the academic and administrative head of the institute and works for the growth of the institute. He/She will implement the policies approved by the Governing Body, the highest decision making body of the Institute. He/She shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council. He/She is the ex-officio member of Governing Body, Chairman of Academic Committee, Chairman of Finance committee and also Chief Superintendent of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system. He/She is authorized to nominate Coordinators, Members and other Administration functionaries in various committees.

### **Functions of the Director:**

#### **1. General administration- Institution level**

- 1) Maintaining regular contacts and interaction with UGC, AICTE, SPPU, Directorate of Technical Education authorities and other councils
- 2) Conducting the meetings of the Governing Body as per the stipulated guidelines
- 3) Coordinating and motivating the faculty members, administrative staff and authorities so that they play their respective roles more effectively and efficiently
- 4) Working for the common goal of providing effective management education and guiding to enable the students for promising career and lifelong learning
- 5) To take part in regional, national and international conventions in serving the cause and development of management education
- 6) To arrange performance appraisal of faculty and supporting staff.
- 7) Initiating disciplinary proceedings with proper guidelines such as constitution of enquiry committee etc

### **RESPONSIBILITIES TOWARDS STAFF**

#### **Director:**

The Director is the key person with a good vision, who works for the overall development of the institute. He/She has to keep in mind the following important points:

- 1) To administer and conduct academic activities of the institute under the guidance of the management

- 2) To plan and take the essential action for development of institute results
- 3) To Monitor administrative and academic activities falling in line with the AICTE, DTE, SPPU, DTE and any other statutory norms
- 4) To conduct regular meetings with the HODs and faculty members for effective management of the institute
- 5) To make the staff and students aware of the rules, policies and procedures laid down by the institute
- 6) To initiate recruitment teaching staff & non teaching staff as per rules laid down by the statutory bodies
- 7) To provide solutions to the grievances of students and staff

### Duties and Responsibilities of Head of Department

The responsibilities of the HOD are as follows:

- 1) To execute the planned activities and monitor working of the department as stated in the manual
- 2) To prepare the academic calendar and time table by considering the session plan
- 3) To allocate the responsibilities of teaching and other activities among the teaching staff
- 4) To ensure the planning for students presentation/staff training/lectures
- 5) To collect the students feedback per semester
- 6) To ensure the smooth conduction of internal and external examination as per academic calendar
- 7) To take corrective actions on faculty challenges and default students
- 8) To allocate the subjects to the faculties in consultation with the Director
- 9) To recommend the requirement of staff selection (Teaching and Non teaching) to the Director
- 10) To tackle the issues of performance of students test & attendance
- 11) To innovate the teaching methodology
- 12) To maintain discipline and enforce rules as laid down by the institute in the department
- 13) To plan and take the crucial actions for improvement of department results and academic performance
- 14) To maintain necessary academic records
- 15) To supervise the day to day activities of the department
- 16) To plan for the semester and academic year in terms of activities, guest lectures, workshops etc., for the benefit of the student and faculty
- 17) To conduct regular meetings with teaching, non teaching staff and students
- 18) To prepare the department requirements and budget needed
- 19) To execute any other work assigned by the management/Director

### Responsibilities of Professor:

- 1) To promote industry academia interface and research & development activities
- 2) To Conducts all the UG, PG and Ph.D programs according to the affiliating university guidelines
- 3) Monitors smooth conduct of Quality Management System in accordance with NBA and NAAC



- 4) To carry out and manage academic activities of the department with the guidance of the HOD and Director
- 5) To mediate teaching learning process with evidence of having guided doctoral candidates and research student

#### **Responsibilities of Associate Professor:**

- 1) To monitor admission work
- 2) To execute regular classes
- 3) To organize placement activities in coordination with Placement officer
- 4) To create an environment for industry institute interaction
- 5) To coordinate R&D activities, coordinate staff and external organization for R&D and consultancy
- 6) To maintain discipline among students and staff
- 7) To coordinate term work assessment and conduction of examinations as laid down by Savitribai Phule Pune University
- 8) To contribute to educational innovation

#### **Responsibilities of Assistant Professor:**

- 1) To identify and comprehend the JSPM's Management Policy and Quality objectives
- 2) To follow all rules and regulations as laid down by the institute which include working time in the institute, signing of the muster, college uniform, leaves updating, submission of tax documents etc
- 3) To carry out the activities sincerely towards academics which include planning and conduct of lectures, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format
- 4) To utilize innovative teaching aids and implement innovative teaching learning methodologies
- 5) To encourage students and conduct extra lectures/revision lectures for slow learners & for students requiring help
- 6) To organize/coordinate/attend various seminars/workshops/ training programs etc
- 7) To execute other academic/administrative duties assigned by HOD//Director
- 8) To identify & council defaulter students and take corrective action in discussion with HOD and Director
- 9) To recommend changes in teaching methodologies
- 10) To recommend requirement of library books and equipment in lab
- 11) To conduct academic plan as per the academic calendar
- 12) To plan and prepare topic wise teaching activity
- 13) To complete the teaching sessions within the specified time
- 14) To conduct the examination and assess the answer sheets
- 15) To carry other responsibilities assigned by HOD/Director from time to time
- 16) To submit monthly attendance report to HOD/Director

## **Responsibilities of Non-teaching:**

### **Responsibilities of Office Superintendent:**

- He shall be personally be responsible for the smooth conduct and working of the allotted work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar
- He shall convene regular meetings of the office staff and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any
- To issue memos and reprimands of erring employees. To inspect the attendance register of the non-teaching staff and take such action as he may deem be fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to Registrar/Director to take disciplinary action, in case the same employee shows no improvement
- To maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Director to Government authorities as per requirements
- To help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate
- To keep record of documents pertaining to his section
- The Superintendent shall be responsible for examination work pertaining to the institute in the overall supervision of the Registrar or the Director
- In case the post of Registrar does not exist in the institute, the superintendent shall perform duties and shall be used with the powers of the Registrar

### **Responsibilities of Accountant:**

- 1) To keep account of financial transactions such as admission fees, semester fees, hostel fees etc.
- 2) To keep account of all the financial transactions related to repair, maintenance, purchase etc.
- 3) To prepare salary statement for the employees of the institute
- 4) To prepare the annual account and get audited
- 5) To deal with banks and other financial institutions regarding financial transactions
- 6) To fill annual returns
- 7) To provide data for various committees like DTE, SPPU, SSS, AICTE, NAAC, NBA

### **Responsibilities of Clerk:**

- 1) To perform the duties as may be assigned to him from time to time, by the Director, the Registrar or the Superintendent

- 2) To assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time
- 3) To maintain proper co-ordination and follow up with the other departments or section of the institute
- 4) To maintain record of inward-outward cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure
- 5) To attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions
- 6) To attend to audit queries and reply to audit report, and also submit necessary statement of accounts
- 7) To recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the higher authority

#### **Responsibilities of Computer Lab Assistant:**

- 1) To organize the computer lab before the session
- 2) To maintain the Dead Stock Register
- 3) To assist teaching staff and students for smooth function of computer lab
- 4) To maintain computer lab equipments working condition
- 5) To ensure the cleanness of computer lab
- 6) To maintain attendance record of students who use computer lab
- 7) To help faculty and students during computer lab sessions
- 8) To give support for on-line exam, seminar, workshop and training program

#### **Responsibilities of Librarian/In charge -Library:**

- 1) Librarian is supposed to execute all library rules as laid down by the management.
- 2) To ensure the documented Quality Management System is followed at various stages of library processes.
- 3) Librarian is responsible for overall functioning of the library.
- 4) To be responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e -books, online resources etc. and renewal of books / magazines.
- 5) To demonstrate all technical articles, literature and new arrivals.
- 6) To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- 7) To execute any other work given by the Principal/management.

#### **Responsibilities of Training and Placement Officer :**

- 1) Responsible for all the activities relating to the students placement.
- 2) Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- 3) Responsible for interaction with different industries for functioning of

Incubation Cell.

- 4) To maintain complete information regarding student appearing for placement activities.
- 5) To conduct placement activities smoothly.
- 6) To decide and arrange for personal development programs for student.
- 7) To update and maintain the contact details of companies interested in recruitment activities.
- 8) To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- 9) To take feedback from industry about the students recruited.
- 10) To execute any other work given by the Principal/management.
- 11) Coordinate with the industries for providing the vocational training courses to students.
- 12) To Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students

#### **Responsibilities of Peon:**

- 1) Opening & closing of department.
- 2) Total Cleanness of class room, faculty room including bench, table, chair, white board, window etc
- 3) To assist during the examination.
- 4) To circulate notice & other documents given by higher authority. (Teaching / Non Teaching).
- 5) To display & remove the notice from notice board.
- 6) Bags to be removed, kept or deposit as and when required.

#### **Responsibilities of Security Personnel:**

To provide a check for Gate Entry/Exit of students, teaching & non-teaching members and any other contract workers inside the campus.

- 1) To prevent unauthorized entry of persons into the campus.
- 2) To monitor visitor entry/exit in the campus.
- 3) To monitor material movement in and out of the premises.
- 4) To monitor vehicle movement in and out of the premises.
- 5) To maintain general discipline inside the campus.
- 6) To ensure closure of all rooms, laboratories, lights after working hours.
- 7) To assure safe working environment to all employees and students

## Code of Conducts for various stakeholders

### 1. Code of Conduct for Governing Body:

All the members of the governing bodies are required to observe the following fundamental principles as set out in the code of conduct:

#### **Integrity:**

- 1) Members of governing body are required to disclose outside employment or business interest which they consider may be in conflict with the management of the institute.
- 2) Governing body will not allow the employees to be involved in outside business which they consider may be in conflict with the management of the institute.
- 3) Governing body members will avoid giving or receiving gifts, hospitality, preferential treatments or benefits which is unethical
- 4) Governing body members must be committed to having the institute compete with other educational institutes
- 5) Governing body members are required to avoid the use of institute resources or time for personal gain and for the benefit of competitors
- 6) The governing body members are committed not to acquire information or business secrets by improper means.

#### **Information:**

- 1) Governing body members are required to respect the confidential of important information held by the institute.
- 2) Governing body members will observe all appropriate procedures
- 3) Governing body members will comply with all relevant statutory provisions
- 4) Members of governing body will observe due confidentiality in relation to all discussion and decisions taken at meetings of the governing body

#### **Loyalty:**

- 1) Governing body members acknowledge the responsibility to be loyal to the institute and be fully committed to its activities.
- 2) The institute should also ensure to acknowledge the duty of all staff to the highest standard of business ethics

#### **Fairness:**

- 1) Governing body members is committed to complying with employment equality and
- 2) equal status to all
- 3) Governing body members is committed to fairness in all business dealings
- 4) The Governing body members values its students, stakeholders

## **2. Code of Conduct for Director:**

Director of an institute is a well respected leader and has far reaching influence on the students and faculty and non teaching staff of the institute. The Head of the institution is held high ethical standards to adhere a strict code of conduct.

### **A. Make Ethical Decisions:**

1. Head of the institute should make all the decisions based on the interest of the students, staff.
2. Head of the institute should be fair to all and fair in the disciplinary actions
3. Head of the institute should follow all the rules and regulations set by management
4. Head of the institute should follow due process and respect rights of all human beings

### **B. Honour Commitments:**

1. Head of institute must stand by his/her words
2. He/She should honour all aspects of the employment contract

### **C. Maintains the Professional Boundaries:**

1. Head of the institute should refrain from inappropriate conduct and relationships with students and staff.

### **D. Objective Leadership:**

- 1) Head of the institute should empower all staff members and students to reach their maximum potential. This is done by allowing faculties to practice reasonable educational freedom without interference. This also means allowing students to be creative in their educational pursuits by honoring their commitments to their own culture and heritage.

### **E. Honesty :**

1. Head of the institute should must apply honesty in all its action
2. Head of the institute should never withhold vital information that should be made public
3. Head of the institute should also timely report acts of alleged abuse to the proper authorities.

## **3) Code of Conduct for Faculty:**

The Code of Conduct for Faculty applies to all the teachers. Its purpose is to;

- 1) Reflect shared principles about practice, conduct and ethics to be applied to promote the highest standards of professional practice
- 2) Enable teachers to reflect on their ethical decisions
- 3) Inspire the quality of behavior that reflects the expectations of the profession and the community

### **Professional Values and Relationships:**

- 1) Faculty should be caring, fair and committed to the best interests of the students entrusted to their care, and seek to motivate and inspire

- 2) The Faculty should acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development
- 3) The Faculty should be committed to equality arising from gender, religion, age, socio-economic status,
- 4) The Faculty should seek to develop positive relationships with students, colleagues, parents, management and others
- 5) The Faculty should work to establish and maintain a culture of mutual trust and respect.

#### **Professional Integrity:**

- 1) To act with honesty and integrity in all aspects of their work
- 2) To respect the privacy of others and the confidentiality of information gained in the course of professional practice
- 3) To represent themselves, their professional status, qualifications and experience honestly
- 4) To avoid conflict between their professional work and private interests this could reasonably be deemed to impact negatively on students

#### **Professional Conduct:**

- 1) To uphold the reputation and standing of the profession
- 2) To take all reasonable steps in relation to the care of students under their supervision
- 3) To work within the framework of relevant legislation and regulations
- 4) To comply with agreed management policies, procedures and
- 5) To report, where appropriate, incidents or matters which impact on student and others
- 6) To communicate effectively with students, colleagues, parents, management
- 7) To ensure that any communication of any sort with students, colleagues, parents, management and others is appropriate
- 8) To ensure that they do not practice while under the influence of any substance this impairs their fitness to teach

#### **Professional Practice:**

- 1) To maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback
- 2) To apply their knowledge and experience in facilitating students' holistic development
- 3) To plan and communicate clear, challenging and achievable expectations for /students
- 4) To create an environment where students can become active in the learning process develop
- 5) To develop teaching, learning and assessment strategies
- 6) To improve on learning theory, pedagogy, curriculum development, ethical practice
- 7) To be open and responsive to constructive feedback regarding
- 8) To act in the best interest of students

#### **Professional Development:**

- 1) To take personal responsibility for sustaining and improving the quality of their professional practice by:

- 2) Actively maintaining their professional knowledge and understanding to ensure it is current
- 3) Critically evaluating their professional practice in light of their professional knowledge base
- 4) Availing of opportunities for career-long professional development

#### **Professional Collaboration:**

- 1) To work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students
- 2) To work in a collaborative manner with students, guardians, management, other members of staff, relevant professionals and other stakeholders in seeking to effectively meet the needs of students
- 3) to cooperate with all statutory and non-statutory educational bodies
- 4) To engage with the planning, implementation and evaluation of curriculum

#### **4) CODE OF CONDUCT FOR STUDENTS**

##### **A. GENERAL RULES AND CODE OF CONDUCT FOR STUDENTS:**

1. **Self discipline is the best discipline.** All students are expected to observe rules & regulations so as to ensure the smooth functioning of the college. Violation of the rules will invite disciplinary action as per the UGC regulations.
2. Students should wear uniform on Monday, Wednesday and Friday and official occasions such as Guest Lectures, Industrial Visits, various activities and formal functions etc. and other days should wear decent and presentable attire in the campus. Students are expected to avoid any form of **attire (Dress code) or behavior** which could be considered indecent/unsuitable in the judgment of any faculty or member.
3. Students are required to display the **ID cards** given by the college during their stay in the Campus. The security persons in this regard will have the full authority to check the ID cards and personal belongings. Refusal by a student to produce ID card as and when demanded shall result in disciplinary actions.
4. While in the campus, student behavior must at no point disturb the conduct of lecture.
5. It is the responsibility of the student to read **notices** regularly.
6. Smoking, Drinking and gambling in any form within the campus premises is strictly prohibited.
7. Cell phones or other such device should not be used within the college premises except in the Canteen or the Boys/Girls Common room.
8. No society or associations will be formed in the college as no person will be invited to address a meeting without the written permission of the Director.



9. No student shall communicate or write any information regarding the college/ University in any manner to the Press or Media.
10. 75% attendance is mandatory. Attendance shall not be waived off on account of employment.
11. Students should refrain from any type of unruly/undisciplined/indecent behavior either inside or outside campus and be only concerned about enhancing the reputation and image of the College. Any unwelcome behavior brought to the notice of the management will invite disciplinary action.
12. Students are NOT allowed to occupy or use Director's room, Faculty rooms, Conference rooms or Administrative department without the explicit permission from the concerned authority.
13. Prior permission from the management is required to be taken for organizing any Get together/ Function/ Party or any other event and use of college facilities.
14. Ragging in any form is strictly prohibited within the premises of the college/department/classroom as well as on public transport. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline and such individual/ groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honor of any student. Any complaints regarding ragging should be brought to the notice of the ANTI RAGGING COMMITTEE members. The names and the telephone numbers of the members are displayed in the Campus.
15. Sexual Harassment is an important issue in the University. In case of such issue the students are requested to contact the SEXUAL HARASSMENT COMMITTEE.
16. Do not post offensive statements, pictures or videos on the web which can be harmful and offensive to an individual and harassment of an individual strictly prohibited and in accordance with same the strict disciplinary action will be taken by Discipline Committee.

## **B. ACADEMIC AND EXAMINATION RULES**

- 1) On all working days the lectures sessions are scheduled to start at 8.30 am as per mentioned in the timetable or as per schedule determined by the teaching faculty. The each session will be of 60 minutes. The specific schedule for each lecture session will be mentioned in the timetable displayed on the notice board.
- 2) Students are expected to be in the classrooms at least 5 minutes before start of a lecture session.

- 3) No student can enter or leave the lecture session while the lecture session is in progress, without the permission of the concerned faculty.
- 4) Students must conduct themselves in an appropriate manner during a lecture session so as NOT to disturb the proceedings of an ongoing session.
- 5) During the progress of various lecture sessions all students should maintain silence in the campus premises.
- 6) A student is expected to attend all lecture sessions barring unforeseen circumstances. 75% attendance is mandatory for appearing the end term examination. There will be no relaxation of this rule and the decision of the management will be final.
- 7) Some days are likely to be earmarked for guest lectures, debates, cultural activities, Group assignments; workshop etc. students are expected to attend all guest lectures, industry seminars, cultural functions etc. organized by the college. Unauthorized absenteeism without prior permission for such program would invite disciplinary action.
- 8) Resorting to unfair means of any type in any evaluation process or examination is a serious offence. Any such act will attract serious punishment ranging from cancellation of the concerned examination to rustication from the college. The decision of the management will be final in all such cases.
- 9) During the program, students are NOT expected to take any leave barring unforeseen circumstances that include: Medical reasons for self only, Any emergency situations in the family.
- 10) Students are expected to take leave in writing from the concerned faculty whose lecture/ session is being missed. If any test or examination is held during such period, a student is NOT entitled for a re examination. However, the discretion in this regard will vest with the Director of the institute.
- 11) Students will get internal marks subject to fulfillment of all internal evaluation parameters set for examination.

### C. LIBRARY RULES

- 1) Every student will be issued only 2 books at a time for a maximum period of 7 days and as per the due date stamped on a borrowed book. On Expiry of the period, if student fails to return the book (s) will have to pay fine of Rs 1/-per day for a week. The amount of fine can be varied from time to time at the discretion of the director.
- 2) Library cards are non-transferable, meaning thereby no issue will be made to a student against the library card of any other student.

- 3) The library is expected to be used only for issuance/ return of the books as well as for study. Any other type of activities including Group discussions etc. will NOT be permitted inside the library premises.
- 4) All library books must be returned after the course or program is completed and within the due date fixed by the college from time to time. The passing certificates and mark sheets will NOT be given without the clearance and No Dues Certificate from the librarian.
- 5) Student should familiarize themselves Students should wear ID cards in the library.
- 6) Library book will be issued to the students only against the library cards.
- 7) Library timings and rules and regulations are displayed on the notice boards from time to time and all students to make a note.

#### **D.COMPUTER LABORATORY RULES**

- 1) Students are NOT allowed to enter computer lab without ID cards.
- 2) Footwear is not allowed in computer lab.
- 3) Students should write their details like Name, Class, In-Out time etc in the register as and when they enter the computer lab or leave the computer lab.
- 4) Student should familiarize themselves with computer lab timings and rules and regulations displayed on the notice boards from time to time.
- 5) A student is NOT allowed to work in the computer lab when he/she has a lecture session. In case of any breach of this rule, disciplinary actions will be taken
- 6) Students are NOT allowed to carry any kind of eatables, water bottles and any other belongings in the computer lab.
- 7) The computer lab is expected to be used only for academic purpose. Visiting internet sites that are unethical and NOT for academic purposes are strictly prohibited. Similarly chatting of any type or playing computer games is strictly prohibited, if any student is found to indulge in any such activities, it will be faced disciplinary actions.

#### **E. DISCIPLINARY PROCEDURES**

- 1) On happening of any specific event of indiscipline/ even calling for disciplinary action, the Director will have right to constitute an “Enquiry Committee” comprising faculty members and /or outside experts to investigate the charges. On completion of the enquiry proceedings and based on the report of the enquiry committee the Director or any other authority assigned by him/her for this purpose may decide to impose penalty in case the charges are proved. The penalty imposed will be commensurate with the nature, seriousness of an extent of the act.

- 2) The punishment, as a consequence of disciplinary action, could be any one or combination of Warning, Fine, Suspension, and Rustication which is depending on nature of incidence.

## **Universal Declaration of Human Rights:**

### **Preamble:**

Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world,

Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people, Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law, Whereas it is essential to promote the development of friendly relations between nations, Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom, Whereas Member States have pledged themselves to achieve, in co-operation with the United Nations, the promotion of universal respect for and observance of human rights and fundamental freedoms, Whereas a common understanding of these rights and freedoms is of the greatest importance for the full realization of this pledge,

**Article 1:** All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

**Article 2:** Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

**Article 3:** Everyone has the right to life, liberty and security of person.

**Article 4:** No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.

**Article 5:** No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

**Article 6:** Everyone has the right to recognition everywhere as a person before the law.

**Article 7:** All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.

**Article 8:** Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.

**Article 9:** No one shall be subjected to arbitrary arrest, detention or exile.

**Article 10:** Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.

**Article 11:** (1) Everyone charged with a penal offence has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defense.

(2) No one shall be held guilty of any penal offence on account of any act or omission which did not constitute a penal offence, under national or international law, at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the penal offence was committed.

**Article 12:** no one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, or to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

**Article 13:** (1) Everyone has the right to freedom of movement and residence within the borders of each state.

(2) Everyone has the right to leave any country, including his own, and to return to his country.

**Article 14:** (1) Everyone has the right to seek and to enjoy in other countries asylum from persecution.

(2) This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

**Article 15:** (1) Everyone has the right to a nationality.

(2) No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

**Article 16:** (1) Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution.

(2) Marriage shall be entered into only with the free and full consent of the intending spouses.

(3) The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

**Article 17:** (1) Everyone has the right to own property alone as well as in association with others.

(2) No one shall be arbitrarily deprived of his property.

**Article 18:** Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

**Article 19:** Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

**Article 20:** (1) Everyone has the right to freedom of peaceful assembly and association.

(2) No one may be compelled to belong to an association.

**Article 21:** (1) Everyone has the right to take part in the government of his country, directly or through freely chosen representatives.

(2) Everyone has the right of equal access to public service in his country.

(3) The will of the people shall be the basis of the authority of government; this will shall be

expressed in periodic and genuine elections which shall be by universal and equal suffrage and shall be held by secret vote or by equivalent free voting procedures.

**Article 22:** Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.

**Article 23:** (1) Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment.

(2) Everyone, without any discrimination, has the right to equal pay for equal work.

(3) Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.

(4) Everyone has the right to form and to join trade unions for the protection of his interests.

**Article 24:** Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

**Article 25:** (1) Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control.

(2) Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection.

**Article 26:** (1) Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.

(2) Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace.

(3) Parents have a prior right to choose the kind of education that shall be given to their children.

**Article 27:** (1) Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.  
(2) Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

**Article 28:** Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

**Article 29:** (1) Everyone has duties to the community in which alone the free and full development of his personality is possible.  
(2) In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society.  
(3) These rights and freedoms may in no case be exercised contrary to the purposes and principles of the United Nations.

**Article 30:** Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.

### **Universal Values of Life:**

**Moral Values** are important in life because it reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives. They can help in eradicating problems like dishonesty, violence, cheating and jealousy from one's life. It would serve society well if the following seven moral values are followed which is backbone of our institute.

1. Unconditional Love
2. Honesty
3. Hard Work
4. Respect for others
5. Co-operation



6. Compassion

7. Forgiveness

**Conclusion:**

The above stated are few duties, roles, responsibilities, functions and code of conduct and professional ethics, values of the institute for the various stakeholders who are directly and indirectly involved and relate to the institute are adhere the norms set by the institute. The changes in this regard are subject to approval from appropriate authority of JSPM's JSIMR.



**Dr. Anita Khatke  
Director, JSIMR, Pune**

