



“Code of Conduct Committee”

About Code of Conduct Committee :-

Teaching is a noble profession and teacher play's a very crucial role in shaping a student's career. The faculty members are expressed to exhibit a good conduct so that the students consider them as role models. Similarly, the staff & students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen this institution. The code of conduct and code of ethics for both students and staff code of conduct which has been formulated and approved by the board of management.

Role and Responsibility of Code of Conduct Committee:-

Identifying the code of conduct for the following stakeholders

- Student
- Teachers
- Administrators
- Other Staff



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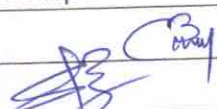



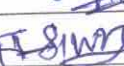


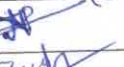

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- Monitor Adherence to the code of conduct by periodic announcement to the stakeholder in the form of notice and circular.
- Assist the Disciplinary Committee in Undertaking appropriate disciplinary actions in instances of uiolahions of the specified code of conduct.
- Plan and organize in coordination with IQAC Proffessional ethics programme for student, teachers, administrative and other staff.

Code of Conduct Committee Members:-

S. No.	Name of the Member	Designation and Department
1	Mr. Rahul P Patil	Chairman
2	Dr. Alaknanda Page	Principal
3	Dr. Parag Bhagwat	
4	Dr. Sandip Tatiya	
5	Dr. Ritesh Patil	R Patil
6	Dr. G. P. Badgujar	
7	Dr. A. N. Kajale	
8	Dr. Suresh Agrawal	
9	Dr. Parveen Siddiqui	
10	Dr. B. P. Patil	
11	Mr. Ajay Patil	
12	Mr. Prafulla Patil	



Code of Conduct for Teaching Faculty

1. Faculty Members should Handle the Subject assigned by the head of Department.
2. They should complete the syllabus on time
3. Tutor System must be effectively implemented. They shall monitor Both academic /their personal activity of the students assigned to them.
4. Usage of cell phone inside the classroom is strictly prohibited.
5. They should maintain the respect, the right and dignity of student in expressing his/her opinion.
6. All the faculties are responsible for maintaining discipline among the student and nobody is allowed to interrupt the same in anyway.
7. They should be good counsellor and facilitators's.

Code of Conduct for Leave (Teaching and Non teaching)

1. Staff Members are expected to log their attendance at the respective timing in a manner prescribed by the college. Biometric System is kept in the campus for the recording of attendance while entering and leaving the college.
2. Casual Leave for 15 Days for the calender year.
3. Maternity Leave for Women Faculty is six month.
4. The staff members should be present in the College /Department at least 10 minute before the time.



Code of Conduct for Students

1. Every student should handle the college property with care. Damaged caused to college property will be charged to the according to the student concerned.
2. The student should not take part in any violent or unwanted activities regarding politics, community and religion.
3. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the principal.
4. Loitering and Making Noise in the college campus is strictly forbidden.
5. Student must be punctual for all classes.
6. Polythene cover's are prohibited inside the college premises.
7. It is obligatory on the part of the student to abide by the rules and regulation of the college for maintaining good standard, discipline & individual progress

Code of Conduct for Principal:-

1. The overall administration of the institute, and recognized institution and their libraries and Hostel, if any.
2. Observance of the act, statutes, regulation, rules and their order issued there under by the university authorities and bodies from time to time.
3. Overall supervision of the university formation.
4. Academic growth of the college.



Code of Conduct for Librarian:-

1. To prepare and issue of Library Cards to Student and Staff.
2. To follow of return of book issued to student and staff members
3. To attend the problems of the staff members, if any and address the same promptly.

Code of Conduct for Transport in Charges

1. Responsible for arrangement at transport for students and staff from college to hostel and hostel to college.
2. Responsible for Periodical Maintenance of all buses and in case of any major repair should report to the principal immediately.
3. Responsible for time management at Buses.

Code of Conduct for Hostel Warden:-

1. Responsible for allotment at rooms to the students
2. Responsible for maintenance of hostel.
3. Look's after the quality and food served in the Hostels.
4. Arranged for first aid in case at any emergency for and arranged for Hospitalization for student.




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Ref. No.- SCHMC/ /

Date : / /

Date:- 17/01/2019

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 25/01/2019 at 3.00 p.m. at the principal cabin. All the members of committee are requested to be present on time.



Copy to :-

1. IQAC Coordinator
2. All HOD's
3. Administrative Officer
4. Student's Notice Board
5. Buses Administrative.

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Medical College & Hospital, Jalgaon



Ref. No.- SCHMC/

Date : / /

Date:- 25/01/2019

Minutes of Meeting

The meeting was held on 25/01/2019 at 3.00 pm at the principal cabin.

1. Convener started the meeting by welcoming the members of committee.
2. Faculty discussed the concerned related to students not attending the classes on time for first hour and post lunch classes.
3. Convener has recommended that concerned canteen representative person should monitor the students not sitting in the canteen and anywhere in the college premises during class hour.
4. Convener at the meeting told about the Republic Day will be celebrated at our college, on 26th Jan 2019, All the student, officers, All HOD's, Staff are requested to participate in the program on time at sharp 7.3 a.m.
5. The meeting was adjourned at 4.30 pm

The under signed members were present in the meeting.

Sr. No.	Name	Designation	Sign
1	Dr. Alaknand Page	Principal	
	Dr. Sandip Tatiya	Asst. Prof.	
	Dr. Parveen Siddiqui	Asst. Prof.	
	Dr. A. H. Kajale	HOD, Patho	
	Dr. Prafulla Patil	Asst. Prof	
	Dr. B.D. Patil	Asst. Prof	





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Ref. No.- SCHMC/ /

Date : / /

Date:- 12/10/2019

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 21/10/2019 at 11.30 a.m. at the principal cabin. All the members of committee are requested to be present on time.



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Copy to :-

1. IQAC Coordinator
2. All HOD's
3. Administrative Officer
4. Student's Notice Board



Ref. No.- SCHMC/

Date : / /

Date:- 21/10/2019

Minutes Of Meeting

The meeting was held on 21/10/2019 at 11.30 am in the principal cabin.

1. Convener started the meeting by welcoming the members of committee.
2. Members discussed the issue concerned to students being absent to examination & maintenance of 75% of attendance in the classroom.
3. Convener has recommended that exam branch coordinator should give instruction regarding rules for the attendance and conduct plan for MUHS examination.
4. Principal addressed to all we are celebrate Mahatma Gandhi Jayanti on the Date of 22/10/2019. So all the students must be Participated in programme.

The under signed members were present in the meeting.

Sr. No.	Name	Designation	Sign
1	Dr. Alaknand Page	Principal	
2	Dr. Parveen Siddiqui	Asst. Prof	
3	Dr. Sandip Tatiya	Asst. Prof	
4	Dr. M. P. Bhamre	Proff	
5	Dr. Parag Bhagwat	Proff	
6	Dr. Milind Chavan	Asst. Prof.	
7	Dr. Prafulla Patil	Asst. prof	
8	Dr. Dipali Lodha	Asst. Prof	



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Ref. No.- SCHMC/ /

Date : / /

Date:- 01/01/2020

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 09/01/2020 at 11.30 a.m. at the principal cabin. All the members of HOD's are requested to be present on time.



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[Signature]
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Copy to :-

1. All HOD's
2. Student's Notice Board



Ref. No.- SCHMC/ /

Date : / /

Date:- 09/01/2020

Minutes Of Meeting

The meeting was held on 09/01/2020 at 11.30 Am in the principal cabin.

1. Convener started the meeting by welcoming the members committee.
2. Faculty HOD's and concerned person was discussed the relates students carrying the mobile phones in unpermitted areas and other in disciplinary activities
3. Also recognize to the New Joining Students at College who may passed the academic year & their rule and regulation
4. The meeting was adjourned at 12.10 pm

The under signed members were present in the meeting

Sr. No.	Name	Designation	Sign
1	Dr. A.S. Page	Principal	
2	Dr. S.R. Patil	Proff	
3	Dr. Parag Bhagwat	Proff	
4	Dr. Ritesh Patil	Asst. Prof.	
5	Dr. Sandip Tatiya	Asst. prof.	
6	Dr. Rekha Khandalkar	Asst. prof.	
7	Dr. Parveen Siddiqui	Asst. prof.	
8	Dr. Prafulla Patil	Asst. prof.	
9	Dr. Mahendra Pawar	Asst. prof.	



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Ref. No.- SCHMC/

Date : / /

Date:- 17/11/2020

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 25/11/2020 at 12.30 p.m. at the principal cabin. All the members of Committee and all HOD's are requested to be present on time.



Copy to :-

1. All HOD's
2. Student's Notice Board

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Ref. No.- SCHMC/

Date : / /

Date:- 25/11/2020

Minutes Of Meeting

The meeting was held on 25/11/2020 at 12.30 pm in the principal cabin.

1. Convener started the meeting by welcoming the members of committee and all HOD's & Office Staff.
2. Principal told about the arrangement at the 26th Nov is Constitution of India Day. On this day 1949 the constituent assembly of India adopted the Constitution of India which came into effect from 26th January 1970. So we are arranged the Competition on the essay writing, Pledge, Quiz Competition in our college. So all student participate in it.
3. The meeting was adjourned at 1.00 pm

The under signed members were present in the meeting

Sr. No.	Name	Designation	Sign
1	Dr. Alaknanda Page	Principal	
2	Dr. M. P. Bhamre	Proff.	
3	Dr. Parag Bhagwat	Proff.	
4	DR. S. S. Saklikar	Asst. Prof.	
5	Dr. Deepak Patil	Asst. Prof.	
6	Dr. Kamlesh Marathe	Asst. Prof.	
7	Dr. Reshma Chavan	Asst. Proff.	
8	Dr. Prafulla Patil	Asst. Proff.	
9	Dr. S. S. Gurchal	Asst. Proff.	



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Ref. No.- SCHMC/ /

Date: / /

Date:- 08/01/2021

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 16/01/2021 at 2.30 p.m. at the principal cabin. All the members of Committee and all HOD's are requested to be present on time.




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2. All HOD's
3. Administrative Officer
4. Student's Notice Board



Ref. No.- SCHMC/ /

Date : / /

Date:- 16/01/2021

Minutes Of Meeting

The meeting was held on 16/01/2021 at 2.30 pm in the principal's cabin.

1. Convener started the meeting by welcoming the members of the committee.
2. In the meeting it was decided that students should compulsorily carry their ID card and apron all the time in campus.
3. Also decided that the students and staff are informed to park vehicles in the parking zone only. And also told about the Rally regarding Pulse Polio.
4. Students should be informed that any act of indiscipline or misbehavior will be all act as punishment as per the rules.
5. The members discussed the same with the principal and gave their suggestions of disciplinary action to be implemented.
6. The meeting was adjourned at 3.10 pm

The under signed members were present in the meeting

Sr. No.	Name	Designation	Sign
1	Dr. Alaknanda Page	Principal	
2	Dr. M. P. Bhamre	Prof.	
3	Dr. P. Bhagawat	Prof.	
4	Dr. B. D. Patil	Asst. Prof	
5	Dr. Parveen Siddiqui	Asst. Prof	
6	Dr. S.S.Saklikar	Asst. Prof.	
7	Dr. Prafulla Patil	Asst. Prof	
8	Dr. Sandip Gurchal	Asst. Prof	



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Ref. No.- SCHMC/ /

Date : / /

Date:- 03/12/2021

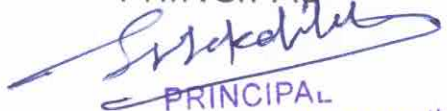
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This is to inform you that code of conduct committee is scheduled on the 11/12/2021 at 4.00 p.m. at the principal cabin. All the members of Committee and all HOD's of all department are requested to be present on time.



Copy to :-

1. IQAC Committee
2. All HOD's
3. Administrative Officer
4. Student's Notice Board

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Ref. No.- SCHMC/ /

Date : / /

Date:- 11/12/2021

Minutes Of Meeting

The meeting was held on 11/12/2021 at 4.00 pm in the principal cabin.

1. Convener started the meeting by welcoming All HOD's and members of committee.
2. Convener told about Rangoli Competition on the organ donation. So, all the HOD's strictly have to attend the programme and also inform all the students from 1st to final year to participate in it.
3. Convener has recommended that concerned Head's should handle the issue with participation and discipline.
4. Member discussed the concern related to student failing to clear the college fees, within the notified date.
5. The meeting was adjourned at 5.00 pm.

The under signed members were present in the meeting

Sr. No.	Name	Designation	Sign
1	Dr. S. S. Saklikar	Prof (Principal)	
2	Dr. A. N. Kajale	Asst. Prof	
3	Dr. Dipak Patil	Asst. Prof	
4	Dr. Tushar Kothawade	Asst. Prof	
5	Dr. Prafulla Patil	Asst. Prof	
6	Dr. Jitendra Murhe	Asst. Prof	
7	Dr. Jyoti Nathani	Asst. Prof	



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Ref. No. - SCHMC/ /

Date : / /

Date:- 05/04/2022

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 13/04/2022 at 10.10 a.m. at the principal cabin. All the members of Committee are requested to be present on time.



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1. IQAC Committee
2. All HOD's
3. Administrative Officer
4. Student's Notice Board



Ref. No.- SCHMC/ /

Date : / /

Date:- 13/04/2022

Minutes Of Meeting

The meeting was held on 13/04/2022 at 10.10 Am in the principal cabin.

1. Convener started the meeting by welcoming the members of committee & All HOD's.
2. Convener has recommended that concerned canteen committee coordinators should monitor the students not sitting in the canteen and anywhere in the college campus during class Hours.
3. Convener told about that we have arranged the guest lecture Mr. Siraj Sir on the topic of the Life & Work of Dr. B.R. Ambedkar. So, all staff members should strictly present on the date 16/04/2022 at the hall & also Notified the student.
4. The meeting was adjourned at 11.10 am
5. On the presence Of SECRETARY Old Principal resign the post and New Principal appointed.

The under signed members were present in the meeting

Sr. No.	Name	Designation	Sign
1	Mr. Rahul Patil	Secretary	
2	Dr. S. S. Saklikar	Principal	
3	Dr. Prafulla Patil	Asst. Prof	
4	Dr. Sandip Tatiya	Asst. Prof.	
5	Dr. Sandip Gurchal	Asst. Prof	
6	Dr. Dipali Lodha	Asst. Prof.	
7	Dr. Jyoti Nathani	Asst. Prof.	
8	Dr. Rekha Khandalkar	Asst. Prof.	
9	Dr. Parveen Siddiqui	Asst. Prof.	



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Ref. No.- SCHMC/ /

Date : / /

Date:- 04/08/2022

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 13/08/2022 at 04.15 p.m. at the principal cabin. All the members of Committee are requested to be present on time.



Copy to :-

1. IQAC Committee
2. All HOD's
3. Administrative Officer
4. Student's Notice Board

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Ref. No.- SCHMC/

Date : / /

Date:- 13/08/2022

Minutes Of Meeting

The meeting was held on 13/08/2022 at 4.15 pm in the principal cabin.

1. Convener started the meeting by welcoming the members of committee & All HOD's.
2. Faculty discussed the concerned related to students carrying mobile phone in unpermitted areas and other disciplinary activities and also carry Plastic Bag.
3. Convener ask to the Librarian to follow up return Book issued to student and staff members.
4. Also ask the bus driver , to periodical maintainance all the buses
5. And maintain the Time Management of the buses
6. Convener also told about the attend to the 15 Aug 2022 at our college at sharp 7.3 am.
7. The meeting was adjourned at 5.05 pm.

The under signed members were present in the meeting

Sr. No.	Name	Designation	Sign
1	Dr. Sameer Saklikar	Principal	
2	Dr. M.P. Bhamre	Prof	
3	Dr. P. Bhagwat	Prof	
4	Dr. G.P. Badgujar	Prof	
5	Dr. Dipak Patil	Asst. Prof	
6	Dr. Parveen Siddiqui	Asst. Prof	
7	Dr. Reshma Chavan	Asst. Prof	
8	Dr. Deepali Lodha	Asst. Prof	
9	Dr. Prafulla Patil	Asst. Prof	



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Ref. No.- SCHMC/ /

Date : / /

Date:- 10/06/2023

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 19/06/2023 at 11.30 a.m. at the principal cabin. All the members of Committee are requested to be present on time.



Copy to :-

1. IQAC Committee
2. All HOD's
3. Administrative Officer
4. Student's Notice Board

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Ref. No.- SCHMC/ /

Date : / /

Date:- 19/06/2023

Minutes Of Meeting

The meeting was held on 19/06/2023 at 11.30 am in the Principal cabin

1. Convener started meeting by welcoming the members of committee and all HOD's
2. Faculty discussed the topic about arranging the International Yoga Day on the date 21/06/2023 at our college, so every student and teacher should be present on that day with loose cloth, which is provided by Maharashtra Govt. There is HAR GHAR- AANGAN YOG.
3. Convener ask to all HOD's regarding to complete syllabus on time.
4. The members discussed the same with principal and give their suggestion of disciplinary action to be YOGA Day.
5. The meeting was adjourned at 12.30 pm

The under signed members were present in the meeting

Sr. No.	Name	Designation	Sign
1	Dr. S. S. Saklikar	Principal	
2	Dr. Prafulla Patil	Asst. Prof	
3	Dr. A. N. Kajale	Asst. Prof	
4	Dr. Tushar Patil	Asst. Prof	
5	Dr. Snehal Rande	Asst. Prof	
6	Dr. Pratiksha Patil	Asst. Prof	
7	Mr. Ajay Patil	Os	
8	Mr. Chandrakant Patil	Clerck	
9	Dr. Sandip Gurchal	Asst. Prof.	



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Date: / /

Date:- 11/12/2023

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 19/12/2023 at 10.30 a.m. at the principal cabin. All the members of Committee and HOD's are requested to be present on time.



Copy to :-

1. IQAC Committee
2. All HOD's
3. Student's Notice Board

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Medical College & Hospital, Jalgaon



Ref. No.- SCHMC/ /

Date : / /

Date:- 19/12/2023

Minutes Of Meeting

The meeting was held on 19/12/2023, at 10.00 am at the principal cabin.

1. Convener started the meeting by welcoming the HOD's & Committee members.
2. Convener has arranged the personality development & Body Language with softskill techiques to students for their future growth. So, must attend the programme
3. Prof. Dr. Suresh Pande will take lecture on 20/12/2023 for all student.
4. Convener has recommended that concerned department should complete the departmental work.

The under signed members were present in the meeting

Sr. No.	Name	Designation	Sign
1	Dr. S. S. Saklikar	Principal	
2	Dr. Prafull Patil	Asst. Prof.	
3	Dr. A. N. Kajale	Asst. Prof.	
4	Dr. G. P. Badgujar	Prof.	
5	Dr. Tushar Patil	Asst. Prof.	
6	Dr. Snehal Rande	Asst. Prof.	
7	Dr. Pratiksha Patil	Asst. Prof.	
8	Dr. Dipali Lodha	Asst. Prof.	
9	Dr. Sandip Tatiya	Asst. Prof.	
10	Dr. RekhaKhandalkar	Asst. Prof.	
11	Dr. Mahendra Pawar	Prof.	



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Ref. No.- SCHMC/ /

Date : / /

Date:- 12/02/2024

CIRCULAR

This is to inform you that code of conduct committee is scheduled on the 21/02/2024 at 11.15 a.m. at the principal cabin. All the members of Committee and HOD's are requested to be present on time.



Copy to :-

1. IQAC Committee
2. All HOD's
3. Administrative Officer
4. Accounts Officer
5. Student's Notice Board

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Shri Chamundamata Homoeopathic
Medical College & Hospital, Jalgaon



Ref. No.- SCHMC/

Date : / /

Date:- 21/02/2024

Minutes Of Meeting

The meeting was held on 21/02/2024 at 11.15 am in the principal cabin.

1. Convener started the meeting by welcoming the All members of committee and all HOD's
2. Convener has arranged the meeting about five Annual Gathering of SCHMC College. In this meeting we decided that all types of sport, cultural, singing, drama will be arranged on the gathering on the 28/02/2024. Also arranged the core committee to ease for program and this concerned to all departmental HOD's monitors to guide for.
3. Convener has told about the suggestion of disciplinary action on this day.
4. The meeting was adjourned at 12.30 pm

Sr. No.	Name	Designation	Sign
1	Dr. S. S. Saklikar	Principal	
2	Dr. Prafull C. Patil	Asst. Prof.	
3	Dr. Tushar Patil	Asst. Prof.	
4	Dr. Sandip Tatiya	Asst. Prof.	
5	Dr. Sandeep Gurchal	Asst. Prof.	
6	Dr. Pratiksha Patil	Asst. Prof.	
7	Dr. Dipali Lodha	Asst. Prof.	
8	Dr. Rekha Khandalkar	Asst. Prof.	