

## **Model Code of Conduct for SARTHI sponsored Candidate**

**Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI), Pune** requires all students to act as responsible citizens and to follow the decorum as **MPSC MES SARTHI STUDENT**.

Each candidate enrolled in **MPSC MES SARTHI COACHING PROGRAM** is responsible to know, observe, abide by, and adhere to the Model Code of Conduct, policies, Rules and Regulations. Upon selection by SARTHI, Pune as a **MPSC MES Coaching** candidate, students are obliged to follow the guidelines, rules and regulations established under this Code of Conduct.

**A] OBLIGATORY :** Every **MPSC MES SARTHI COACHING PROGRAM** sponsored candidate, during the coaching period, shall be under discipline jurisdiction of competent authority from SARTHI, Pune which shall take appropriate action in case of indiscipline, misconduct on the part of the student.

1. It is obligatory on part of the sponsored candidate to maintain proper behavior and observe strict discipline during the entire sponsorship period.
2. The sponsored candidate must ensure that no act/words of his/her, brings SARTHI into disrespect/drepute.

**B] MISCONDUCT DEFINED:** Any one or more act/s of a student, which is contrary to the clause A-1 and 2 above, constitute misconduct and/or indiscipline, which term shall mean and include, among others, any one or more of the acts jointly or severally mentioned hereinafter, namely, viz.,

1. Any one or more act/s that directly or indirectly cause or attempt to cause disturbance in the lawful functioning of the organization.
2. Repeated non punctuality in attending lectures, tests and absence from lectures, tests as may be prescribed.
3. Securing admission in any other coaching class, not empanelled by SARTHI, Pune, by fabrication and suppression of facts or information.
4. Disturbance to any other SARTHI sponsored candidate in his coaching period and studies.
5. Suppressing material information or supply of false information to the organization, for seeking any privilege.
6. Ragging, bullying, harassing any student in coaching class or outside thereof.
7. Indulging in any act as would cause annoyance, embarrassment, harm, defamation to any other student, or Management, Board of Directors and staff members of SARTHI.
8. Indulging in any act of violence, assault, intimidation or threatening in the organization or outside thereof.
9. Destroying or attempting to destroy or tamper with any official record or document of organization.
10. Instigating violence/strikes or participating in any violent demonstration/strikes/ agitation in and against SARTHI during coaching, which may adversely affect studies.

11. Breach of privacy by recording and circulating SARTHI's Management and staff members calls/conference calls and circulating amongst social platform without prior consent.
12. Sending instigating, provocative or intimidating messages against the Organization or to any related students intentionally using social media or any other social platform
13. Instigating or participating in any ghereaos, strikes during coaching which may adversely affect studies.
14. Violation of any of the rules and regulation of SARTHI or orders of the competent authority during coaching.
15. Disorderly behavior in any form or any act specifically forbidden by SARTHI's competent authority.
16. Refusal to appear before SARTHI's competent authority when called for clarification regarding misconduct with respect to a charge against him.
17. Any other act not specifically mentioned hereto before which, whether by commission or omission as would in the circumstances of the case be considered by SARTHI's competent authority as an act of misconduct and/or indiscipline.
18. Breach of privacy of beneficiaries of target group by using their personal contact numbers, emails etc with purpose similar to as mentioned in 12.

C] The Competent authority from SARTHI may impose any one or more of the following legal/penal action on the students found guilty of misconduct, indiscipline, in propone thereof :

1. Warning /Show Cause Notice
2. Cancellation of the sponsorship, awarded to the student by SARTHI, with prospective effect.
3. Refund of all amount spent on the candidate (Coaching fee, stipend, etc.) by SARTHI.
4. Legal action, if required, in case of grievous proved misconduct

D] If the competent authority from SARTHI finds that there is a breach of code of conduct by the sponsored candidate, then, it may itself or through other person/s, authorized by it, for this purpose, shall make enquiry, in following manner.

1. A written notice shall be issued to the sponsored candidate regarding concerned alleged act of misconduct/ indiscipline.
2. The concerned candidate shall be required to submit his written explanation, along with relevant evidence, about such charge/s within 15 days of the issued notice.
3. If the concerned candidate fails to submit his written representation within specific time limit, the enquiry will be conducted ex parte.
4. The candidate charged shall be required to produce documents, if any, in support of his defense. The Enquiry/Competent Authority may admit relevant evidence, documentary or otherwise at any stage before the final are passed.

5. Enquiry/Competent Authority from SARTHI shall record his/her finding on each implication of misconduct or indiscipline, and the reasons for such finding and submit the same along with proceeding to the senior most competent authority of the organization.
6. The Competent authority on the basis of finding, shall pass such orders as it deems fit.
7. In respect of such candidate, SARTHI shall maintain record of the punishment.
8. SARTHI shall, on each occasion of any penalty being imposed any candidate, intimate by letter, to be sent under a Certificate of posting, the fact of such imposition to the parent/guardian of such candidate on the address available in the organization records.
9. A copy of these rules shall be supplied to each candidate at the time of his admission to the SARTHI and a receipt for the same shall be obtained from the candidate. This receipt shall form a part of the record of the admission the candidate.

All powers relating to discipline and disciplinary action in relation to the sponsored candidates of SARTHI, Pune shall vest in the Managing Director, SARTHI, Pune. The Managing Director, SARTHI, Pune may, by an order, delegate all or any of his powers, as he deems fit, to such other officer as he may nominate in that behalf.

**I have read the above Model Code of Conduct and agree to abide by the same.**

Accepted & signed under no duress and after understanding all the implications and ramifications of the aforementioned clauses.

**(SIGNATURE OF CANDIDATE)**

**Witness**  
 1. Full Name \_\_\_\_\_  
 (Father/Mother/Guardian)

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Sign: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone No: \_\_\_\_\_

Phone No: \_\_\_\_\_

2. Full Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Phone No: \_\_\_\_\_

Accepted on behalf of Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI), Pune

SARTHI OFFICIAL NAME & SIGN \_\_\_\_\_