

## CODE OF CONDUCT FOR STUDENTS

1. Every student shall obtain, on admission, his/her identity card. The procedure for obtaining the identity card will be put on the Notice Board/Website. The Student shall always wear the I-card in person and shall present it for inspection when demanded by any staff of the college. No student shall be allowed to attend lectures, tutorials, practicals, extra & co-curricular activities etc., unless he /she has his/her Identity Card in person.
2. Student shall attend lectures, tutorials, practicals and seminars according to the time-table on the working days of the college. Attendance norms as per university to be followed.
3. In case of illness, a student should apply for leave as soon as possible with a doctor's certificate attached with the application from parents and shall report himself/herself to the class teacher/course coordinator.
4. Conduct of students in the classrooms as well as on the premises of the College shall be such as will cause no disturbance to the fellow students or to other classes.
5. Students should not loiter in the College premises during and after lecture hours.
6. SMOKING/SPITTING IN THE COLLEGE PREMISES IS STRICTLY PROHIBITED.
7. Students shall do nothing either inside or outside the College that will in any way interfere with the orderly administration, discipline & reputation of the college.
8. No society or association shall be formed in the College and no person invited to attend a meeting without the Principal's prior permission.
9. No student can collect any money as a contribution for a picnic, trip, educational visit to some place, get together, study notes, charity or any other activity without the prior sanction of the Principal. Students are advised not to make any payment/contribution to outsiders who try to collect money without the prior permission of the Principal within the College premises.

10. No student shall be allowed to take active part in politics.
11. No student shall communicate any information or write about matters dealing with the College administration to the press without permission of the College authorities.
12. Students are expected to take proper care of College property and help in keeping the premises neat and tidy. Damage to the property of the College, e.g. disfiguring walls, doors, fittings or breaking furniture etc., is a breach of discipline and will be duly punished.
13. Students should not leave their books, valuables and other belongings in their classrooms / Laboratories / Library whenever they go for any reason. They are advised to carry their books, valuables and other belongings with them.
14. The College is not responsible for the loss of property. Any student finding the lost property should deposit it in the Office. The owner should claim it at the Office counter on the following day, after due identification.
15. Students applying for certificates, testimonials, etc., and those requiring the Principal's signature on any kind of documents or application should first contact the office of the College. No papers should be brought by students directly to the Principal for his/her signature.
16. Those requiring certificates or testimonials in regard to their performance and progress in a subject or activity should apply to the Head of the Department or the Professor concerned.
17. If for any reason, the continuance of a student in the College is in the opinion of the Principal, detrimental to the best interests of the College, the Principal can ask such a student to leave the College without giving reasons. His/her decision shall be final.
18. Students joining the College are, by the very fact, supposed to accept and observe all the rules and regulations of the College and to submit to the normal enforcement of the same to the satisfaction of the Principal whose decision in this regard shall be final.
19. Matters not covered by the existing rules shall rest at the absolute discretion of the Principal.

20. Use of the mobile in the classrooms during lectures & practicals and in the library is strictly prohibited. If any student is caught using the mobile phone inside the College premises, the mobile phone shall be seized and will be given back only on his/her paying a fine of Rs.500/- to Rs. 1000/- after following the procedure.
21. Application for any certificate and railway concession should be applied three days in advance. For transcript, the application should be submitted in the office two weeks in advance.
22. Any student who wish to leave the College should submit a written application duly signed by the parent and student to the College office.
23. Students should participate in all the surveys conducted by the College for assessing students satisfaction, academic performance etc.
24. While there is no dress code, every student is expected to dress decently. The College authorities can evict any student for indecent dressing. The decision of the principal with regard to obscenity, decency etc., in relation to dress shall be final.
25. The students will be prevented from appearing at the University examination if they do not satisfy the following conditions: i. Obtaining at least pass percentage at all College examinations OR allowed to keep terms as per University norms. ii. Attendance of at least 75% at lectures, practical & tutorials.
26. The students should maintain proper decorum in and around College campus and are expected to be decently dressed. Disciplinary action will be taken for any form of misbehavior and students will be penalized for causing or being a cause of any damage to College property.
27. Parents and guardians are informed that in case of revision of fees, the students shall be required to pay the difference in fees as decided by the Management / University of Mumbai/Shikshan Shulka Samiti from time to time.
28. Parents/guardians are requested to bear in mind that the decision of the Principal regarding withdrawal of examination form or cancellation of admission in case of violation of rules of College will be FINAL and BINDING.



*M. Choudhury*  
**PRINCIPAL**

## **CODE OF PROFESSIONAL ETHICS (Source: UGC)**

### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations,

including supervision, invigilation and evaluation; and

8. Participate in extension, co-curricular and extra-curricular activities including community service.

## **11. TEACHERS AND THE STUDENTS**

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and

10. Refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES**

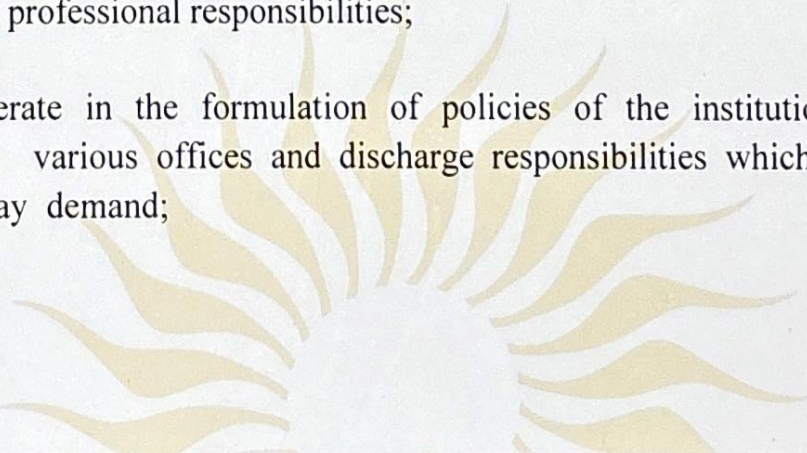
Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavors.

### **IV. TEACHERS AND AUTHORITIES:**

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;



4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**v. TEACHING AND NON-TEACHING STAFF:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**vi. TEACHERS AND GUARDIANS**

Teachers should:

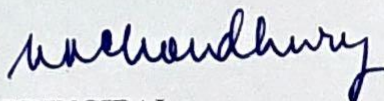
Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



## **VII. TEACHERS AND SOCIETY**

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

  
PRINCIPAL

