



**SHRI RAJASTHANI SEVA SANGH'S,
SMT. PARMESHWARIDEVI DURGADUTT TIBREWALA LIONS JUHU
COLLEGE OF ARTS, COMM & SCIENCE, SHRINIWAS BAGARKA
MARG, J.B. NAGAR, ANDHERI (E), MUMBAI - 400 059.**

Code of Conduct Handbook for Student, Teachers, & Non-teaching Staff

Table of Contents

- 1. Preface**
- 2. Code of Conduct for Students**
- 3. Code of Conduct for Teachers**
- 4. Code of Conduct for Non-Teaching Staff.**

1. Preface

The code of conduct for Students, Teachers, & Non-teaching staff should be characterized by integrity. The code of conduct has prepared to know the rules and regulations of the Institute to the Students, Teachers & Non-teaching staff. It is expected that all students teaching and non-teaching staff should strictly follow the code of conduct mentioned in this document.

2. CODE OF CONDUCT FOR STUDENTS

- 1) The College attaches great importance to discipline and the same must be diligently observed by all students. Failure to comply with any of the rules, regulations or requirements notified from time to time will lead to strict disciplinary action.
- 2) Students joining the college shall observe all the Rules and Regulations of the college laid down from time to time.
- 3) Students will be required to wear their Identity Cards issued by the college with their recent photograph affixed, bearing the signature of the Principal. They must present it for inspection or verification whenever demanded by the college Authorities and/or Security Staff. No student shall be allowed to attend lectures; practical's etc. unless he/she has his/her Identity Card with him/her
- 4) Students must attend lectures, practical's and tutorials according to the time tables of their respective classes on all working days. They must appear for all the college examinations.
- 5) Students should use the college library during free time.
- 6) Students must be present in their classes on time
- 7) Students should follow the rules either inside or outside the college that will in any way interfere with its orderly administration and discipline. They should not communicate any information or write anything about the college to the press without the written permission of the Principal.





**SHRI RAJASTHANI SEVA SANGH'S,
SMT. PARMESHWARIDEVI DURGADUTT TIBREWALA LIONS JUHU
COLLEGE OF ARTS, COMM & SCIENCE.**

- 8) Students are liable to lose their semester for disobedience, misconduct, misbehaviour or for any act of indiscipline. Students must take proper care of all the college properties. Any damage to the college property such as disfiguring walls, doors, windows and fittings or breaking furniture will be a breach of discipline and is liable for punishment. Smoking, Tobacco-Chewing, use of drugs Etc. is strictly prohibited in the college premises as well as within 100 metres of the college.
- 9) Use of Mobile Phones, Walkman, Ear-Phones etc., in the college premises is strictly prohibited.
- 10) No association or organization shall be formed, no meeting shall be held, no person will be invited to address the students in the college without the prior written permission of the Principal.
- 11) No picnics, socials, excursion or tours shall be arranged without the prior written permission of the Principal. If students join an unofficial picnic or tour, the college shall not be responsible for anything that happens during the picnic or tour.
- 12) No student shall collect money as contribution for picnics, trips, educational visits, get-togethers, study notes, charity or any other activity without the prior written sanction of the Principal.
- 13) All debates and meetings conducted must have the prior approval of the Principal.
- 14) Matters not covered by the existing rules will be at the discretion of the Principal.
- 15) All students are answerable to the Principal, the Vice Principal and Faculty members Administrative Staff for their conduct in College premises.
- 16) Insubordination, abusive language, misbehaviour or misconduct can lead to the dismissal of a student.
- 17) Demonstrations of any kind on the college premises are strictly prohibited.
- 18) In case of sickness, a leave application shall be submitted to the college office along with a medical certificate within three days of resuming the college, or else the same will not be considered. Fitness certificate at the time of resuming the college is essential.
- 19) All the receipts on account of the fines imposed on students for any cause whatsoever shall accrue to the Students' Aid Fund of the College.

3. CODE OF CONDUCT FOR TEACHERS

- 1) Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- 2) Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.





**SHRI RAJASTHANI SEVA SANGH'S,
SMT. PARMESHWARIDEVI DURGADUTT TIBREWALA LIONS JUHU
COLLEGE OF ARTS, COMM & SCIENCE.**

- 3) Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- 4) No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- 5) No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- 6) No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- 7) No teacher shall by act or deed, degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- 8) Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

4. Code of Conduct for Non-Teaching Staff:

- 1) Every non teaching staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- 2) All Staff members should display the highest possible standards of professional behaviour.
- 3) All Staff members should be punctual and discipline towards their work.
- 4) Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- 5) Every Staff members should cooperate with students, colleagues & superiors.
- 6) All the staff members should respect for the rights and opinions of others.
7. Every staff members should follow all norms and job details assigned by the Management, & Superior from time to time with full dedication.
- 8) All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

5. CODE OF ETHICS FOR NON-TEACHING STAFF

- 1) Loyalty to the College by punctual and reliable in all duties.
- 2) Integrity by being honest in words and actions.
- 3) Creating and maintaining with strong relationships with:
 - a. Proper interactions with students
 - b. Maintaining professional boundaries with students and staffs.





**SHRI RAJASTHANI SEVA SANGH'S,
SMT. PARMESHWARIDEVI DURGADUTT TIBREWALA LIONS JUHU
COLLEGE OF ARTS, COMM & SCIENCE.**

- 4) Dignity by treating students by care and kindness.
- 5) Being supportive and cooperate with other staff members
- 6) Responsibility by meeting the required standards for every assigned task.
- 7) He / she must respect and maintain the hierarchy in the Administration.
- 8) Must not use unauthorized persons to perform official duties

6. Code of Ethics for Teachers

Teaching is a noble profession. It shapes the character, calibre and future of an individual. He / She can inspire, hope, ignite them and instil a love of learning among the students. Besides, the teachers have to :

- 1) Adhere strictly to the laws and regulations of the college.
- 2) Respect and maintain the hierarchy in the Administration.
- 3) Maintain honesty, integrity, fairness in all activities.
- 4) Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 5) Help, guide, encourage and assist students in their learning.
- 6) Uphold the honour and dignity of the teaching profession.
- 7) Be impartial and discriminative against students.
- 8) Abide by the rules and regulations of the institution.
- 9) Be responsible and interact positively with parents and other stakeholders in educating the students.

7. CODE OF ETHICS FOR PRINCIPAL

- 1) Principal should make a conscious effort to be fair to personnel and students. Principal should fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
- 2) The Principal endeavours to maintain the dignity of the profession by respecting and obeying the Law, and by demonstrating personal integrity.
- 3) Train teachers to be responsible for their actions.
- 4) The Principal shall not fake records, or direct or force others to do so.
- 5) The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- 6) The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student



Jonele
PRINCIPAL
SHRI RAJASTHANI SEVA SANGH'S
SMT. PARMESHWARIDEVI DURGADUTT TIBREWALA LIONS JUHU
College of Arts, Commerce & Science
J. B. Nagar, Andheri (East),
Mumbai - 400 059