

CODE OF CONDUCT: GUIDELINES FOR THE COLLEGE

**GANDHI SHIKSHAN BHAVAN'S
SMT. SURAJBA COLLEGE OF EDUCATION
(Conducted by Indian Council of Basic Education)
JUHU, (North) , Mumbai : 400049 _**

A code of conduct is a manual that states the rules, values, goals, ethics, and vision of a college or a learning organization. It provides staff and the students with a clear outline of expected behaviour, and instructions on what is and isn't considered good practices by the management. This includes behaviour in the workplace, work related events or any time the members represent the institute anywhere outside the premises. We take a look at the importance of code of conduct specific to our college, and how to develop and implement these policies effectively in order to ensure the smooth functioning of the college. So we have put in place, a CODE OF CONDUCT other than the CODE OF CONDUCT provided by the UGC, http://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

Importance of code of conduct in the college:

- Provides a clear guideline of expected behaviour of all those who are part of the college.
- Outlines vision, mission, values, and principles on which the college runs .
- Communicates to employees what is expected of all the members.
- Outlines a clear hierarchal structure, role of employees, and measure the parameters on which members are judged.

CODE OF CONDUCT FOR STUDENTS

1. Classes start from 9.30 a.m. and may continue up to 4.30 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of the authorities. (Principal. Faculty In charge, Attendance Incharge)
3. As per University of Mumbai, 75% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear around the neck the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal,.
5. Students should greet the lecturers when they see or come across them for the first time, in a day, in the college.
6. College has no diktat on what to wear, but as per teaching profession clothes worn by students must be decent. Extremely revealing clothes and too short and skimpy outfits attract strict punishment. Students must adhere to the Dress Code of the College and be neat and tidy.
7. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the College if proved guilty.
8. If emergency arises urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
9. Consuming Alcohol, Gutka And Smoking is strictly prohibited in the premisses and

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out of the College.

10. Every student must help to keep the college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.

11. No student will demean a fellow student or anyone in the college premises/campus or in class room.

12. College premises and all class rooms are under CCTV surveillance, everyone must follow the discipline in college premises/campus/classroom.

13. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited

14. Any student who damages the reputation of the college in any way, is liable to be expelled. Offenders shall be liable to face legal action For any kind of misbehaviour with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.

15. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.

16. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations

17. Birthday celebration or any kind of personal achievement or event of any member in the college and on the COMMON and Official WhatsApp is strictly prohibited. Those who wish to and celebrate the PERSONAL EVENT should do it outside the premises and on PERSONAL ELECTRONIC SPACE.

FOR LIBRARY

18. Every person in the college is eligible for becoming the Member of the Library. All students should note that, Library Cards are not transferable.

19. SILENCE is to be maintained by all members in the Library.

20. The Library can be utilized by the students and staff from 9.00 A.M. to 5.P.M. on working days.

21. Misbehaviour in the library/in the study room will lead to cancellation of the right to use the Library . Serious disciplinary action will be taken against the concerned student/s.

22. All students should sign the entry register of the Library, before entering.

23. Students must handle the book/s very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.

24. Books not returned on time shall attract penalty in the form of fine.

25. Members/students are not permitted to underline, write in, fold / tear off pages or deface books in any way whatsoever.

26. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.

CODE OF CONDUCT FOR PRINCIPALS AND HEADS

The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College involving all the members.

2. Chalk out a policy and plan to execute vision and mission.

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3. Co-ordination all college activities .
4. Provide guidance, leadership, direction to all stakeholders, without being partial and without favouring any member of the college in any way: through quid-pro-quo or in any other manner.
5. Oversee and monitor the administration of the academic programs and general administration of the college, with quality enhancement aspect embedded in every area of work.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government,/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities, with proper interpretation thus avoid confusion.
8. Maintain Assessment Reports of the teaching and non-teaching staff of the college.
9. Compel the teaching and non-teaching staff to follow the code of conduct of the institution.
10. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
11. Assessing reports of members of the non-teaching staff, maintenance of their Service Books. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
12. To urge and enthuse the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development. If a teaching staff is found favouring any student or Group of Students , the Principal shall stem the practice for with, without any special treatment meted to anyone.
13. To provide a platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with utmost utilization of their potential in curricular and extracurricular activities.
14. To encourage teaching and non-teaching staff for their professional development.

CODE OF CONDUCT FOR TEACHING STAFF

1. Every teacher of the college shall discharge the duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Every teacher must be sincere, dedicated and academically focused as to maintain their professional knowledge & skills and update themselves professionally for the proper discharge of duties assigned to them.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fairly and be committed to the best interest of students of the college. Partiality, favouritism, neglect, indifference and special privileges shown to any particular student shall be counted as misconduct.
5. All teachers must adopt the process of developing the teaching-learning process by preparing subject wise and semester wise and also hold individual tutorials and remedial teaching so as to help students who are weak or slow to grasp.
6. Every teacher should do assessment exercises for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.

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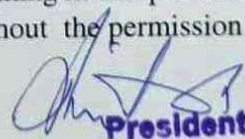
7. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
8. The Teacher should give extra inputs in overall development of the college if need arises so as to make the students not only academically brilliant, but also confident, competent and help develop a well-integrated personality.
9. Every teacher should inform the college discipline/code of conduct to the students from time to time and encourage/compel them to follow accordingly.
10. The teacher should devote his time and energy to develop and improve his academic and professional competence. For that yearly feedback should be procured from the students as and when required.
11. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
12. Examination evaluation/valuation, Moderation and Practical examination should be fairly assessed by the teacher. Every teacher should fairly & properly give the internal marks to the students, without being of partial/ partison.
13. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
14. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
15. The teacher should maintain positive relationship with all colleagues & students of the college. No teacher shall do groupism of any kind in the premises. If it is found that there is purposive and malicious activities planned and hatched against a fellow member on the ground of personal grudge and enmity, the Management can take penal action for the same.
16. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
17. Create conducive atmosphere where students can actively participate in curricular and extracurricular activities of the college.
18. No teacher should 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. Avoid conflict between their professional work and personal interest.
19. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave. Be punctual & careful in availing professional opportunities for career development.
20. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
21. The teacher should adopt a humane approach in dealing with students who face physical social and emotional challenges.
22. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
23. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.

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24. No teacher shall leave the institute without permission of the Principal or person authorised by the Principal.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every non-teaching staff of the college shall discharge duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Each one of them shall update their professional skills for discharging their duties diligently and professionally for the proper discharge of duties assigned to them.
3. They must join/attend the duty punctually every day.
4. They must assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, for procuring forms and due information to the students as advised by the Administrative Office.
5. They must assist authorities for all kind of university and college examinations, including all types of Examination works
6. They must respect the right and dignity of the student while assisting them any kind of college related activity, only if authorized by the Principal or Professors.
7. The non-teaching staff is expected to conduct themselves in a decent manner and speak , The Management, The Principal, Teachers, Students ,Visitors, Parents etc.
8. They must deal justly and impartially with students regardless of their religion, region, caste, political, economic, social and physical characteristics;
9. They must co-operate in the formulation of policies of the institution by accepting decisions of the office and discharging as expected of them.
10. They should adhere to the professional ethics and Code of Conduct of the institution.
11. Every employee should apply their knowledge and experience for overall development
12. They should maintain cordial relationship with all colleagues & teaching staff and the students of the college. Groupism and party politics should be kept out of the college. In case anyone is found practicing and propagating political agenda in the college, due action shall be taken against them.
13. Every employee must wear his/her Identity Card as given by the institute and display the same during discharge of duty.
14. No employee should indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activities in college premises.
15. Avoid conflicts between their professional work and personal interest.
16. No one from the non- teaching staff should by act or degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
- 17.No non-teaching staff of the college shall leave the college without the permission of the Principal or the Authorized Person.


President

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"I am sure that in estimating every man's value either in private or public life, a pure integrity is the quality we take first into calculation, and that learning and talents are only the second." – Thomas Jefferson