



Manisha Education Trust's  
**SMT. JANAKIBAI RAMA SALVI COLLEGE**

OF ARTS, COMMERCE & SCIENCE

NAAC ACCREDITED 'B' GRADE

(Affiliated to University of Mumbai)

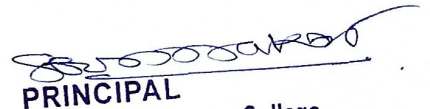
Manisha Nagar, Kalwa (W), Thane - 400605. Tel.: 7718029844

E-Mail : sjrscollege@yahoo.co.in Website : www.sjrscollege.org

**Code of Conduct for Principal**

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented by relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders are issued by the University authorities, other regulatory bodies and the Management, from time to time.
3. The Principal has to assure the competence and effectiveness in the every administrative plans. Academic as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the stakeholders of Institute.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction given by the regulatory authority. Actions taken by the Principal should be impartial with transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.



  
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**Code of Conduct for Teaching /Non Teaching staff of College**

- (1) Every Teaching /Non Teaching staff employed in college shall discharge his/her duties efficiently and diligently and shall confirm to the rules and regulations.
- (1-A) It shall be the duty employed Teaching /Non Teaching staff to do any work in connection with an examination conducted by the University or college itself, which he/she is required to do by the Vice-Chancellor or the Registrar of the University / by the Principal of the College, as the case may be.
- (2) No employed Teaching /Non Teaching staff shall absent himself from his/her duties without prior permission, In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- (3) No employed Teaching /Non Teaching staff shall engage directly or indirectly in any trade or business, remunerative work like private tuition, etc, specific permission of the college authorities in writing shall be obtained.
- (4) When a employed Teaching /Non Teaching staff seeks to accept honorary work without detriment to his duties, prior permission of the Authority in writing shall be obtained.
- (5) An employed Teaching /Non Teaching staff, when involved in criminal proceedings, shall inform the Authority of such proceedings.
- (6) No employed Teaching /Non Teaching staff shall engage himself in any political activity. He shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- (7) No employed Teaching /Non Teaching staff shall contest or participate in or canvas for any election. Such restriction will not, however, apply to the teachers in respect of elections to the teachers' constituencies.
- (8) No employed Teaching /Non Teaching staff shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests.
- (9) No employed Teaching /Non Teaching staff shall engage himself or participate in any activity which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.



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### Code of Conduct for Students

#### WARNING AGAINST RAGGING

Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint & drop the letter into the Complaint Box kept in front of the Principal's Office. Ragging is a serious criminal offence that involves severe punishment in the form of dismissal from the College and police action that can result in imprisonment.

#### Rules Regarding Attendance and Leave of Absence

1. It shall be the duty of every student to attend classes regularly and punctually.
2. No student shall absent himself/herself from any class without proper application for leave. Application for leave must be made beforehand in the prescribed form. If absence is necessitated by unforeseen circumstances, an application for leave must be submitted not later than the first day of his/her return to the college. Leave applied for in time will ordinarily be granted when proper reasons are given. In case of sickness exceeding five days, the HOD/Principal may demand a Medical Certificate in support thereof.
3. Leave applications should be countersigned by parent or guardian.
4. Leave applications should be submitted by students to their respective HODs.
5. If a student absents himself/herself without informing of leave for a period of ten working days, he/she is liable to be taken off the rolls.
6. A student must attend at least 75% of the working days to earn his/her term.
7. A student's attendance, his/her academic progress and conduct as assessed by the staff and the Principal will be the only consideration for promotion to the next academic year or selection for the University Examinations. The Principal may at his discretion require a student who does not show adequate progress in studies or who is irregular in attendance to withdraw from the college.
8. Students, who represent the college at debates/seminars/cultural meets/sports/games and other extra-curricular activities like NCC, NSS etc. and will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge.



  
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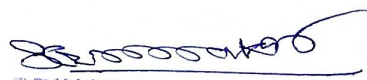


## General Code of Conduct for Students

Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to preserve the goodwill and reputation of the college.

1. The College commences work with the National anthem played over the public address system. All students, whether inside or outside the classroom, shall stand in silence during the anthem. They should not be found talking or walking during the anthem.
2. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
3. Students are expected to be punctual to classes. Late comers will be admitted only in exceptional cases and with the permission of the HODs.
4. Loitering on verandahs, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, playgrounds and other such places inside the college campus.
5. While moving from one class to another, strict silence must be observed.
6. Whenever students are free, they are expected to go to the Library. During free periods, they are advised to collect sports goods from the Sports incharge and play in the ground.
7. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
8. Students are expected to read all the circulars put up on the Notice Board and act accordingly.
9. Use of cell phones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cell phones would be confiscated, if students are found using them inside the classroom.
10. Possession of cell phones inside the examination hall is strictly banned. Bringing and keeping cell phones, cash and other valuables in their bags at the time of University examinations will be at students' own risk. College authorities cannot help in cases of theft and consequent loss. Students are advised not to bring cell phones and other valuables at the time of University examinations.
11. Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.
12. The principle of Ahimsa, which is one of the fundamental tenets of Hinduism prohibits the consumption of non-vegetarian food. Use of non-vegetarian food inside the College campus is strictly banned.
13. Students shall not involve in any form of ragging inside or outside the College campus.
14. Students should remit course fees in time. Names will be struck off the rolls and TC will be given to students who do not remit the fees even after the last date of payment of fees with fine.
15. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.
16. Students should not make any payments to anybody without the knowledge and consent of the Principal.
17. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the Principal.
18. No student shall enter the College Office except on business and at the stipulated time.
19. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.



  
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21. Every student should possess Identity Card with his/her photo affixed on it duly attested by the Principal. Students are expected to wear their rope identity cards inside and outside the class. Identity Card shall be shown on demand in college office, library, and while applying for railway/bus concession, and while participating in inter-collegiate events. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gates.
23. A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.



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**Code of Conduct and Professional Ethics for Teaching Staff in the  
University / Colleges**

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/She shall be strictly honest and impartial in his official dealings.
2. Every teachers shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every Full-time teacher of the College /University may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
4. Whenever leaving Residence, a teacher shall inform the Principal / Head of the Department or the Registrar, if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the College/University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
6. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practicals and assessment/examination./valuation work assigned to him by the College/University authorities.
7. Every teacher shall participate fully and enthusiastically in the corporate life of the College/University and shall perform any other curricular or extra-curricular work related to the College/University as may be assigned to him by the University authorities.
8. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such practices among his colleagues and students.
9. Every teacher shall help the College/University authorities in enforcing and maintaining discipline among students.
10. No teacher shall incite students against other students, teacher or College/University authorities. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.
11. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical's, dissertations, thesis etc. he should not indulge in over-making, under making or other attempts at victimization on any ground.
12. No teacher shall resort to unauthorized use of College/University resources or facilities for personal, commercial, political or other purpose not related to the College/University.



  
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13. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College/university with the intention of interfering with the performance of his duties.
14. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College/university.
15. No teacher shall take active part in politics, so as to cause interference in the discharge of his duties nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
16. No teacher shall without previous intimation to the College/University stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force his subordinates or students against their will for the canvassing of his election.
17. No teacher shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the State, the friendly relation with foreign Status, public order, decency or morality or which involves contempt of Court, deformation or incitement to an offence.
18. No teacher shall in any radio broadcast or in any document publish anonymously or in his own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion.
  - (i) Which is in the nature of character assassination reflection on the personal life of his superiors, or
  - (ii) Which is in the nature of criticism of individuals as distinct from policy decision. Provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.
19. No teacher shall except in accordance with any general or special orders of the College/University or in the performance in good faith or duties assigned to him divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate such document or information.
20. No teacher shall except with the previous permission of the College/university authorities, engage himself directly or indirectly in any business or private or accept any other employment.
21. Every teacher shall on his first appointment to the College/ University and thereafter individually submit a return in the prescribed form in details of movable, immovable and valuable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.





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