

1. Self-discipline is the best discipline. All students are expected to observe rules and regulations currently in force to enable the smooth working of the College.
2. Students are prohibited from doing anything inside or outside the College that will interfere with its orderly administration or affect its public image.
3. No outside influence, political or any other, should be brought into the College directly or indirectly.
4. **CODE OF CONDUCT 1.** All students of the College should always wear their valid College Identity card on their person whenever in College or while representing the College at any other place. Further, it should be produced whenever demanded by any of the College staff. Identity card should be carefully preserved and the holder of the identity card will be held responsible for its misuse. In case of loss of identity card, a duplicate must be obtained by paying the prescribed charges and fulfilling the necessary formalities.
  1. During the conduct of lectures, students should not loiter in the corridors or in and around the College premises.
  2. While representing the College at any other place, the student's behavior should not be detrimental to the image of the College.
  3. In case of any problem, personal or academic, students can approach their mentor or Professor-in-Charge of the respective class who will help them to solve their problems.
  4. Students are directed not to bring any outsider into the College premises without prior permission of Authorities.
  5. Students are directed not to collect any fund from other students or from outsiders without the written Permission of the Principal.
  6. Students should read the notices on the Notice Board regularly.
  7. Student must maintain silence in the classes, Library, Reading Room, Office, Laboratories and the corridors. When they are free they should make use of the College library and must not loiter in the College premises or assemble in the corridor. Loud conversation and shouting should be avoided.
  8. Absence in any lecture in a day will lead to losing the attendance for the whole day. Minimum 75% attendance and satisfactory progress in studies are the essential requirements for students to become eligible for being sent up for University examinations.
  9. Disciplinary Action will be taken by the Principal against any student who is persistently indisciplined or is repeatedly or wilfully mischievous or guilty of malpractice in unauthorized alteration in the mark sheet or who in the opinion of the Head of the Institution has a troublesome influence on his fellow students.

10. Each and every student shall endeavor to preserve the high standards of the College by excelling in good manners.
11. Student should clear all the dues before the end of the term.
12. Smoking and use of narcotics are strictly prohibited in the College campus.
13. The powers relating to the disciplinary action in the College will vest with the Principal and her decision in this respect shall be final. Anyone who violates the code of conduct will be severely dealt with. The Students have to strictly follow the University norms of maintaining minimum 75% Attendance in every semester failing, they are not eligible to appear for the semester end exam. The relevant University Ordinance 0.6086 relating to Attendance is as follows: 1. Every confide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical's, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the College and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day /s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75% 2. The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activities/competitions/ camps/ workshops /conventions/symposiums /seminars etc. where the said learner is officially representing the College/University/District/ State with the permission of the Principal/ Director/Head of the College/Institute/University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in above, GENERAL RULES PERTAINING TO ATTENDANCE a) Students who request leave of absence from lectures / Practical/Tutorials for participating in sports, cultural should submit application or any other activity countersigned by the respective Co-ordinator. b) Parents of students are required to contact the Mentor, Head of the Department or the Principal, at least twice in a term, to keep themselves apprised of their ward's attendance and progress. c) All decisions pertaining to grant of terms will be decided by an Attendance Committee consisting of the Principal & senior members of the teaching staff. All courses offered in the College follow Choice Based Credit System introduced by the University of Mumbai from academic year 2016-17. . The examination system is under semester pattern. For three year integrated U.G. programs, while the College conducts First Year and Second Year Degree examinations (Semester I, II, III, & IV) at the College premises on behalf of the University, the University conducts Third Year Degree examinations (Semester V & VI). Internal assessment is an integral part of all courses. The assessment pattern is implemented as per guidelines received from the University time to time: In order to make the class room experience vibrant, the teachers adopt innovative techniques for continuous internal evaluation of the learner. Rules and

Regulations regarding promotion to next class is constantly updated by the University of Mumbai in its website [www.mu.ac.in](http://www.mu.ac.in). Verification and Revaluation of Exam Results: The students can apply for verification, Xerox copy of Assessed Answer Books and Revaluation immediately (within stipulated time) after the declaration of the results of the Semester Exams. The students are advised to see the Notice Board for the latest circular after the declaration of Results.

**1. Institution is following Code of ethics through its functions, activities and events**

- 1) To look after the welfare of the students
- 2) To promote and coordinate the extracurricular activities of different students associations and committees which are constituted at the College and recognized Institution /University department and University level
- 3) To promote democratic outlook, civic sense and spirit of oneness amongst students
- 4) To inculcate sense of moral values, humanities and nationalism among students
- 5) To promote sense of belonging and commitment to betterment of Society and State
- 6) To promote and maintain discipline among the students on the campus
- 7) To organize various activities for promoting cultural, social and personality development of the students
- 8) To assist proactively in resolving the difficulties and grievances of the students within its jurisdiction
- 9) To suggest innovative ideas and schemes for students' welfare to the respective competent authorities
- 10) To contribute in developing goodwill and perception about the University/College/ Institution in the Society
- 12) To suggest appropriate measures for elevating quality and excellence in education
- 13) To promote more participation of students in different events of Sports, Cultural and other outreach programmes
- 14) To strive for provisions of the basic amenities and facilities to the students;
- 15) To assist in the process of framing and implementation of different types of feedback mechanisms
- 16) To organize various programmes for the welfare of the students

**FACULTY CODE OF ETHICS FOR TEACHERS:** In fulfilment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies,
- Contribute to the development and promotion of sound educational policy,
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose
- Respect confidential information on colleagues unless
- Speak out if the behaviour of a colleague is seriously in breach of this code.

### **RESPONSIBILITY AND ACCOUNTABILITY**

- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward interaction system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and Institutional activities that may be assigned to them from time to time.

**ID CARD:** • It is Mandatory for students and staff to display ID cards at all times when they are in campus.

- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

COMMUNICATING WITH PARENTS: Parents would call in College with prior intimation and respect.

STUDENTS - LATE COMING: • Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes

TAKING ATTENDANCE: • Staff members must take attendance within first 5 minutes of starting the period. • Latecomers should not be denied admission into the classes for being late.

- Teachers are advised to refrain from awarding punishments like: Dismissal from the class rooms, Making them stand in the class rooms,

- Trouble makers in the class rooms must be reported to the HOD/Principal / Director for further action.

- Students violating dress code must not be allowed to attend the lecture classes, laboratories and Library. Faculty members must report such cases to the Admin. Office for cancellation of attendance for that day.

CLASS ADJUSTMENT BEFORE GOING ON LEAVE: • As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave. • As per the service rules of the Institute, faculty members intending to resign are required to give 3 months notice.

Code of Conduct for Non Teaching Staffs employed in a College

Every staff employed in the College shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

1 (a) It shall be mandatory on the staff employed in the private College to do any work in connection with an examination conducted by the University or any College, 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.

No Staff employed in a College shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the College authorities shall be produced within a week.

No Staff employed in a College shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the College authorities in writing shall be abstained.

(a) No staff employed in the College shall send any application for employment under any other agency, except through the secretary.

(b) The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.

When a staff employed in a College seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.

Any staff employed in a College when involved in criminal proceedings shall inform the committee of each proceedings.

No staff employed in a College shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

No staff employed in a College shall contest or participate in or canvas for any candidate in any election.

No staff employed in a College shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.

No staff employed in a College shall engage himself/herself or participate in any activity which is anti-secular or 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.

No staff employed in a College shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.