

**B.M.RUIA GIRLS COLLEGE**

**GAMDEVI, MUMBAI – 400 007**

**(Affiliated to SNDT Women's University)**

**CODE OF CONDUCT**

## **INDEX**

1. INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS
2. INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF
3. CODE OF CONDUCT FOR NON TEACHING STAFF
4. CODE OF CONDUCT FOR PRINCIPAL
5. CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE CHAPTER
6. PROFESSIONAL ETHICS

## **INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

### **General Rules**

- Every student is required to wear an Identity Card when in college premises. The ID card is invalid unless a passport size photo of the student is affixed in the space provided and bears the signature of the Principal.
- Students must not do anything inside or outside the College that will in any way interfere with its orderly administration, discipline and smooth functioning.
- No Notice or Article pertaining to the College must be given by the students in any newspaper or magazine.
- Students are expected to take proper care of the College property and to co-operate in keeping the premises neat and clean. Any damage to the College property is a breach of discipline and will be strictly dealt with.
- Students are not permitted to carry mobile phones within the College premises. Defaulters will be dealt with accordingly and hand set will be confiscated.
- Students will be responsible for their belongings. College will not be accountable for any loss of personal belongings of the students. All unclaimed books, bags, etc. must be deposited in the College Office.
- Ragging is strictly prohibited in and around the College premises. Students are advised not to get involved in any ragging activities. Any complaint of ragging against any student will attract heavy fine, which depending upon the severity of case, may amount to expulsion of the defaulting individual from the college. To ensure strict compliance the College has an 'Anti Ragging Committee'. Contact Dr. Mrs. Sunita Mishra – 9819647505
- Decision on matters not covered by the above rules will rest at the absolute discretion of the Principal.

### **Exam Rules**

- Exam shall be conducted at the end of each term while unit tests shall be held throughout. In addition, regular assignments will also be given to the students. Strict disciplinary action will be taken against the student who is absent for any test / exam or fails to submit the assignment on time without any genuine reason.

- Attendance of minimum 75% in each subject is mandatory for appearance in term end examinations.
- Use of mobile phones during exams is strictly prohibited.
- Strict action will be taken against students using unfair means during examinations.
- Every year the Principal conducts a meeting to discuss the examination results. The academic performance and participation of individual student in various curricular and co-curricular activities is discussed in detail. This helps in giving specific attention to the weaker areas of the students or to the students not performing up to the standards.

### **Attendance Rules**

- Attendance in all lectures, tutorials, tests, internal assessments and examinations is compulsory. It is mandatory for students to maintain 75% attendance in each subject during each term.
- Students who fail to maintain the condition of minimum attendance on account of illness or any other reason, which is deemed right by the Principal should apply in writing to the Principal for leave of absence, failing which they will be treated as defaulters.
- The list or roll numbers of the students with less than the required attendance is put up from time to time. Parents and guardians of the students with very poor attendance records are informed in writing in anticipation of improving attendance. Meetings are regularly held with parents to inform them about their ward's academic and overall performance.

## **INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF**

- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Proper and courteous behaviour as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment.
- Proper and polite use of language as means of verbal expression, communication and exchange. Use of abusive and slang words is strictly forbidden.
- Teachers should handle the subjects assigned by the Head of the Department and they should complete the syllabus in time.
- Two Internal Assessment Tests are to be conducted in each semester. Answer sheets are to be evaluated and marks are to be informed to the students on scheduled dates. Marks for the assignments, assignments, projects are to be submitted in the office on time.
- Mentor – Mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- 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 organizational activities that may be assigned to them from time to time.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.

- Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties.
- Teachers should punch bio metric and also sign the attendance register while reporting for duty and also while leaving the college.
- Prior written permission is required from the Principal / at least a day in advance while availing CL or DL.
- No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- Teachers are barred from using cell phones while taking classes.
- Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the reopening day of each semester. Any change must also be reported to the Principal in writing
- Teachers are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, College Day and Independence Day Celebrations without fail.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.

## **CODE OF CONDUCT FOR NON TEACHING STAFF**

### **ACCOUNTANT**

- Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

### **LIBRARIAN AND LIBRARY STAFF**

- Check books in and out of the library and Assemble and arrange display materials.
- Review and evaluate resource material, such as book reviews and catalogues.
- Direct and train library staff in duties such as receiving, shelving, researching, cataloguing, and equipment use.
- Organize collections of books, publications, documents, audio visual aids, and other reference materials for convenient access.
- Develop library policies and procedures.

## **HEAD CLERK/ EQUIVALENT CADRES**

- To exercise, check and to follow up the incoming letters received from the University /Colleges/Students etc.
- To ensure the prompt dispatch of letters.
- To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
- To maintain calendar of periodical returns for incoming and outgoing, separately.
- To attend to such other work that may be assigned to him with the approval of the Office Superintendent.

## **PEONS**

- To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
- Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, etc.
- Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Head of the institution.
- Carry messages, papers, registers, files, circulars, etc., from one place to another inside office or outside as the case may be.
- Any other work as may be assigned to him by the concerned faculty/Head from time to time.



## **CODE OF CONDUCT FOR PRINCIPAL**

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

## **CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE**

- The College Development Committee shall meet at least four times in a year.
- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.
- Enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- Decide about the overall teaching programmes or annual calendar of the college
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- Make recommendations regarding the students' and employees' welfare activities in the college
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college

## **PROFESSIONAL ETHICS**

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.

