



LAXMI CHARITABLE TRUST

SHRI CHINAI COLLEGE OF COMMERCE & ECONOMICS

Dr. S. Radhakrishnan Marg, Andheri (East), Mumbai-400069

Accredited by NAAC with B grade

I) CODE OF CONDUCT FOR STUDENTS:

- 1) Students are expected to be in the college premises for classes from 7.30 am to 12.30 noon.
- 2) All students have to wear the Identity card issued by the college and come neat and tidy to the College.
- 3) Students are required to maintain a normal hairstyle in the campus.
- 4) Students are expected to greet faculty and maintain due respect to them.
- 5) It is mandatory for the students to maintain 75% attendance.
- 6) Ragging is strictly prohibited in the college premises. Any student found to perform such activity will be punished.
- 7) 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. Only urgent/important notice shall be read out in classroom.
- 8) Consuming Alcohol, Gutkha and Smoking are strictly prohibited in the College premises and outside the area of the college.
- 9) Every student must co-operate to keep college premises/campus/classroom & desk, benches and chairs clean and neat and everyone must use dust bin for garbage.
- 10) Spitting is strictly prohibited in the college premises/campus or in classroom.
- 11) College premises and classrooms will be under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/classroom.
- 12) During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of



indiscipline.

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

14) For any kind of misbehavior with teachers/administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, disciplinary action will be taken against him/her/them.

15) Furniture in the classrooms should not be moved or displaced.

16) Writing on walls, pillars, bathrooms, and furniture or Whiteboards is strictly prohibited.

17) Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.

18) Any type of malpractice is strictly prohibited in Unit Test/ College/ University Examinations.

19) No friends/guests/visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom.

20) Students should make use of College Library and must not loiter in the college premises whenever they have a free period.

21) 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

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

23) Students are prohibited from doing anything inside or outside the College that will interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.

24) In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerned teacher, who will help them solve their problem.

25) A student may not knowingly provide false information or make misrepresentation to any College office.



26) Forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

II) CODE OF CONDUCT FOR NON-TEACHING STAFF

1) All non-teaching staff of the college should all discharge the inductees efficiently and diligently to match with the administrative standards and performance norm slay down by the U.G.C/University/College/Management from time to time.

2) Maintain the professional knowledge and skill sand update themselves professionally for the proper discharge of duties assigned to him/her.

3) Must be punctual every day.

4) Assist in carrying out functions relating to the administrative responsibilities ofthe college and the University such as: assisting in appraising applications foradmission, advising and counselling students as well as assisting the conduct of University and College examinations, including all types of Examination works.

5) Respect the right tan dignity of students for assisting the many kind of help/guidance etc.

6) Speak respect fully and be have politely to all authorities and stakeholders of the college.

7) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics

8) Co-operate in the formulation of policies of the institution by accepting various office sand discharge responsibilities which such offices asper the demand;

9) Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.

10) Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

11) Should a here the Code of Conduct of the institution.



- 12) Every employee should apply their knowledge and experience for overall development of the office work of the college.
- 13) Every employee should behave and perform fair and committed to the best interest of the college.
- 14) Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- 15) Should maintain the positive relationship with all colleagues and teaching staff and the students of the college.
- 16) Every employee should possess his/her identity as an Employee of the college/Institution in the society. No employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus.
- 17) Every staff member should maintain their reputation, discipline and culture of the College at the public places/in the society.
- 18) No employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any unhealthy activity.
- 19) Avoid conflicts between the in professional work and personal interest.
- 20) None of the non-teaching staff should by actor deed, degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of his profession.



III. CODE OF CONDUCT FOR PRINCIPAL

- 1) Provide leadership to the college through transparency, fair ness, non-biased, and highest degree of ethics to make decision which is in the interest of the college.
- 2) To confirm the ethos of inclusiveness in terms of imparting education in institution.
- 3) Abide by the various acts, statutes, ordinances issued by the University and the Government from time to time.
- 4) Ensure timely submission of all records, information as requested by the University and the Government from time to time.
- 5) Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
- 6) To generate the spirit of welfare and motivate, inspire teachers.
- 7) To create and disciplined work environment which protects the collective interest of all sections of the college
- 8) Conduct himself / herself with transparency, fairness and honesty in the best interest of the college.

IV. CODE OF CONDUCT FOR TEACHERS

- 1) Provide an innovative and quality education to students.
- 2) Interact with the students in a responsible manner.
- 3) Abide by the rules and regulations of the institution
- 4) Collaborate with fellow teachers.
- 5) Be responsible and interact positively with parents and other stakeholders in educating the students.
- 6) Help, guide, encourage and assist students in their learning.
- 7) Be good counsellors and facilitators.



8) Shall directly report to the Principal.

9) Shall diligently and faithfully carry out instructions that may be given in connection with the work assigned to you.

10) They must fulfil their duties and obligation to conduct themselves in accordance with the values and ethics in this profession.

11) All faculty members must deliver their assigned duties within the institutional policies and practices in accordance with the vision and mission of the college. You shall, at all times perform your duties with integrity and commitment. You are expected to focus upon and endeavour to improve the teaching - learning process, the image and the reputation of the College. You shall do nothing which is inappropriate of a Teacher and which would adversely affect the credit and prestige of the College.

12) During your tenure with the college, you shall not share and/or disclose any matter or post any comment on social media/ press concerning the college.



INCHARGE PRINCIPAL
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