



# Laxmi Charitable Trust's Shri Chinai College Of Commerce & Economics

## 1. INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

### 1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar.
- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- Unauthorized entry of outsiders into the campus is strictly prohibited.

### 1.2 I-CARD

- Every student must carry with him/her college Identity Card every day while attending lectures, events and appearing for various examinations. The student should take his /her Identity Card and Library Card for Home Lending, from the library at the beginning of the year.
- I-Card will be available a week after he/she produces his/her Identity Card size photographs along with Admission Receipt.
- The student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- If student has lost library card or Identity Card, it should be reported immediately to the mentor and the librarian with an application.

### 1.3 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

## **1.4 RAGGING**

**ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)**

## **1.5 ATTENDANCE**

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- The student should complete all the Practical's and Term-work such as Journals, Assignments and Projects.

## **1.6 EXAMINATION**

- Candidates must appear at the examination hall half an hour before the commencement of the examination.

## **2. INSTITUTIONAL CODE OF CONDUCT FOR STAFF**

### **2.1 DISCIPLINE**

- 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 per 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.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy, physical features, disability or impairment (physical disability or medical status)
- Staff should work in co-operation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.
- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules

## **2.A CODE OF CONDUCT FOR TEACHING-STAFF**

### **2.A.1 DISCIPLINE**

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.

### **2.A.2 LEAVES**

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

### **2.A.3 CONTINUOUS ASSESSMENT**

- Once the subject is allotted, the staff should prepare lecture wise lesson plan.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act/adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counselor and inform him/her about the habitual absentees, slow learner student, objectionable behavior etc.

### **2.A.4 CLASSROOM TEACHING**

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures. 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.
- Every teaching staff demonstrate a high standard in teaching and learning by engaging students in their learning and working to achieve high level outcomes for all students.

## **2.B. CODE OF CONDUCT FOR SUPPORTING STAFF**

### **2.B.1 ADMINISTRATIVE STAFF**

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

### **2.B.2 ACCOUNTANT**

- Accountant should prepare, examine, and analyze 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.

### **2.B.3. CLERK**

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level, department level and all document files.

### **2.B.4 PEON**

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of entire college campus.
- Peon should do all the work assign by the Head of institution and other staff members.
- Peon should not leave the office until and unless the higher authority permits.