



Shree Shankar Narayan Education Trust's

# SHANKAR NARAYAN COLLEGE OF ARTS & COMMERCE

Navghar, Mahavidyalaya Marg, Bhayandar (E), Thane - 401 105. (Maharashtra State),  
(Affiliated to the University of Mumbai)

**NAAC Accredited 'A'**



GANDHIAN STUDIES CENTRE  
and IQAC PRESENTS CODE OF CONDUCT





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# CODE OF CONDUCT FOR THE MANAGEMENT

# **Code of conduct for Management**

- 1 Management being visionary, should clearly articulate their administrative vision and goals by transforming through implementation as a mission**
- 2 Management should set strategic directives for the sustainable development of the institution**
- 3 Management should set policy decision related to educational programmes, infrastructure amenities and support services to pursue strategic objectives**
- 4 Develop trust and create a sense of transparency by sharing objectives/purpose with all the stakeholders**
- 5 Support in constructing community network to gain inclusive, caring and responsive stakeholders**



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# CODE OF CONDUCT FOR THE PRINCIPAL

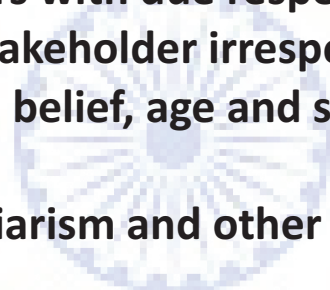
## **The college Principal should**

- 1 Adhere strictly to the provision of the academic and administrative related Acts , Statutes , Ordinances , Circulars , Rules and Regulations while discharging the responsibilities with healthy relations and co-ordination with teaching and administrative staff**
- 2 Elevate standards of administration and supervision in continuing betterment in curricular, cocurricular, extra-curricular and overall well-being of the student**
- 3 Monitor and adopt appropriate mechanism for evaluation, maintenance and enhancing academic growth of the college**
- 4 Conduct College and University examination as per the guidelines of University and related activities accordingly**
- 5 Involve in fostering academic environment by participating in teaching work**

## **The college Principal should**

- 6 Provide guidance and support in enrichment and enhancement of teaching and research potential of teaching staff**
- 7 Act as Trustee of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment**
- 8 Promote the collaborative, shared and consultative work culture in the college, paving the way for innovative thinking and ideas**
- 9 Function with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college**
- 10 Monitor the safeguard measures to protect rights , interest and health of all staff members**

## **The college Principal should**

- 11 Respect, uphold and execute the official instructions or orders issued by the concerned academic authorities**
  - 12 Interact to stakeholders with due respect**
  - 13 Indiscriminate to all stakeholder irrespective of caste, religion, class, gender, marital status, belief, age and such other aspects of personal status**
  - 14 Do not indulge in plagiarism and other unethical behaviour in teaching and research**
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# CODE OF CONDUCT FOR THE TEACHERS

# **A Teacher Should**

- 1 Adhere to a responsible pattern of conduct and demeanor expected of them by the community**
- 2 Manage their private affairs in a manner consistent with the dignity of the profession**
- 3 Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, consciously and with dedication**
- 4 Evaluation of students should be undertaken without any bias or partiality**
- 5 Abide by the Act, Statute and Ordinance of the University and respect its ideals, vision, mission, cultural practices and tradition**
- 6 Follow policies and procedures set forth by institution.**
- 7 Do not offer or extend professional services in any other institution which are likely to hinder with their professional concern**

## **A Teacher Should**

- 8 Avail leaves admissible with prior intimation from respective authority**
- 9 Act as mentor for the students in updating and promoting knowledge, motivating and inculcating moral and ethical values and counselling**
- 10 Respect the rights with honour and dignity of the student in expressing his/her opinion**
- 11 Treat students with equanimity irrespective of their religion, caste, gender, political, economic, social and physical characteristics; and status without any bias or discrimination**
- 12 Co-operate and assist in discharging duties assigned relating to the educational responsibilities of the college and the university, such as: assisting in scrutinizing applications for admission, advising and counselling students as well as conducting university and college examinations, including supervision, invigilation and evaluation; and as assigned from time to time**

## **A Teacher Should**

- 13 Recognize and identify the difference in aptitude and capabilities among students and strive to meet their individual needs and lacuna**
- 14 Make themselves available to the students beyond their class hours and help and guide students without any expectation or reward**
- 15 Treat other members of the profession in the same manner as they themselves wish to be treated**
- 16 Refrain from making unsubstantiated allegations against colleagues to higher authorities**
- 17 Treat the non-teaching staff as colleagues and in development as equal partners in a cooperative undertaking**

## **A Teacher Should**

- 18 Try to see through teachers' associations and organisations, that institutions maintain contact with the guardians, their students, send reports of their appraisal to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution and students**
- 19 Recognize that education is a public and social service and strive to keep the public informed of the educational programmes which are being conducted**
- 20 Work to improve education in the community and strengthen the community's moral and intellectual life**
- 21 Create awareness of social problems and take initiatives in such activities as would be conducive to the progress of society and hence the country as a whole**



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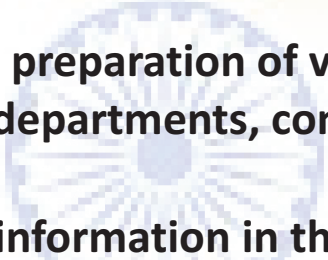


# CODE OF CONDUCT FOR THE OFFICE STAFF

## **Code of conduct for Office Staff**

- 1 Preservation and maintenance of personal and official records and Service Books of all staff members with utmost care**
- 2 Discharge the additional duties allocated in an inevitable circumstances and /or emergencies**
- 3 Financial information and maintenance of related documents and finalization of the same for the audit purpose should be based on authenticity**
- 4 Run the office administration efficiently, effectively and smoothly.**
- 5 Maintain harmony and healthy relations with students, parents, visitors and amongst the staff member**
- 6 Maintain good rapport with university and government offices**

## **Code of conduct for Office Staff**

- 7 Application received from any stake holders for the official execution should be attended promptly and discharged with due respect**
  - 8 Extend support for the preparation of various reports as and when demanded by various departments, committees and cells of the institution**
  - 9 Avoid concealment of information in the case of official enquiries**
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# CODE OF CONDUCT FOR THE STUDENTS

# **Code of conduct for Students**

- 1 Students should wear and display promptly the identity card during their presence in the college campus and in case a student loses the same then he/she should apply for a new identity card stating reason and paying fees**
- 2 Use of mobiles phones is strictly prohibited during the exams, lectures & practical**
- 3 Students should take care as a trustee of breakage, defacement, damage or theft of institute's property/infrastructure like classroom furniture, equipment and other belongings of institution**
- 4 Academic decorum and protocol such as discipline, silence, courtesy etc. must be observed in the class**
- 5 Students are not permitted to enter or leave the class during the running session without the consent of the faculty**

## **Code of conduct for Students**

- 6 Students should take care of cleanliness in the college premises**
- 7 Lost belongings found within the college campus should be deposited with the college office by obtaining acknowledgement**
- 8 Students should restrain from legally prohibited substances/ material in the college campus**
- 9 Students should take care of the library, class room, laboratory infrastructure and belongings such as books, computers, furniture, etc. prevent from damages**
- 10 Students should respect and follow the prescribed rules of library.**
- 11 Ragging is strictly prohibited in the college campus, defaulters will be strictly dealt with**
- 12 Students should switch-off lights and fans before leaving the classroom**



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# CODE OF CONDUCT FOR THE PEONS

## **Code of conduct for Peons**

- 1 Handle files, official documents, working papers, books etc. carefully and with great onus while discharging the duties and as directed by the superior**
- 2 Transportation of all the documents within the campus as well as outside the campus should be done with utmost care**
- 3 Transfer of messages and official orders to the concerned staff within stipulated time**
- 4 Maintain cleanliness of classroom, staff rooms, library, corridors, laboratories and other spaces in the premises**
- 5 Attend duties punctually as assigned without any arguments**
- 6 Proper procedure to be followed for availing any kind of leave admissible at the credit**

## **Code of conduct for Peons**

- 7 Communicate politely and decently with all the students and other staff members**
- 8 Prevent any kind of loss, damage etc. of movable immovable to the valuable furniture, material of the classrooms**
- 9 Breakage, damage etc. of the college property should be intimated immediately to the authority**
- 10 Lost belongings of the students and other staff to be handed over in the office and be kept in safe custody and return to them as and when they prove their claim**
- 11 Do not allow students to loiter in the college premises and unnecessary gossiping which create disturbance in maintenance of discipline**
- 12 They should support and implement call of the world 'save energy'**