

**BHARATIYA VIDYA BHAVAN'S HAZARIMAL SOMANI
COLLEGE OF ARTS AND SCIENCE AND JAYARAMDAS
PATEL COLLEGE OF COMMERCE AND MANAGEMENT
STUDIES, CHOWPATTY, MUMBAI: 400007**

(AFFILIATED TO THE UNIVERSITY OF MUMBAI)

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MODEL CODE OF CONDUCT FOR VARIOUS STAKEHOLDERS

ALL STAFF MEMBERS

- 1) All staff members shall, whenever they enter or are in the College Premises, wear the identity card issued by the college to them.
- 2) Barring exceptional circumstances, all staff members must report for duty in college at the stipulated time and should remain in the college premises during the college/ duty hours. Exceptional circumstances should be communicated to the principal/ competent authority on the day itself.
- 3) No staff member shall abstain from or neglect his/ her duties while being present in the College premises or when required at any other place for official work.
- 4) No staff members shall have in his/ her possession in the College/ Bhavan's premises any weapons, explosives, tobacco-based, liquor, narcotics and/ or other habit-forming and/ or other objectionable materials at any time.
- 5) He/ she shall neither organize nor attend any meeting, other than official ones called by the Principal or HODs or any designated authority by the Head of the institution, during the working hours of the institution except when he/ she is required or permitted by the Head of the institution/ Competent Authority to do so.
- 6) The higher authorities may, however, request a member of the staff to do other duties and he/ she will immediately comply with this request. No staff member shall, unless ordered by a lawful authority, divulge any confidential matter relating to the College/ Bhavan/ Institution.
- 7) No staff member shall attempt to bring any political or outside pressure on his/ her superior authorities in respect of service or other matters or take part in politics or become a member or office bearer of any Sangh or Union, except for the Association of teachers approved by the University as per the rules.
- 8) No staff Member shall make representation(s) directly or indirectly to the Management of the College/ Bhavan for redressal of grievances through outside agencies/ unions/ sanghs. They can, however, submit their individual grievances through proper channel but not submit a collective representation as a group of employees.
- 9) No staff member shall act in any manner that violates the norms of decency or morality in his/ her conduct or behaviour inside and outside the college campus. All

Staff Members shall immediately inform the College of arrest by the Police or other authority and/ or conviction by a Court of Law.

- 10) No staff member shall either himself/ herself do or incite, provoke or instigate any student(s) or any member of the staff or any outsider into any form of action against the College Management including the Bharatiya Vidya Bhavan (Bhavan) or any of its institutions, or that seeks to disrupt the academic or other activities of the College or the Bhavan or indulge in disrespectful and quarrelsome/ riotous behaviour, insubordination and defiance of lawful order, rumour mongering, character assassination including making false allegations.
- 11) Staff members and their families should refrain from any activity (including verbal) which may lead to the disruption of the peace and calm of the College campus and shall not indulge themselves nor encourage others in activities prejudicial to the interest of the Institution or other individual staff members like incitement, use of abusive language, assault including derogatory comments related to community, religion, caste, class, disability, gender and sexual orientation, etc. or carry on personal monetary transactions among themselves or with students or parents (even in their spare time) such as taking money for investment purposes, money lending, etc. Management also advises employees 'Not' to sign other employee's loan application forms as 'Guarantors'.
- 12) All staff members must adhere to professional and ethical standards and shall avoid scrupulously all activities which are "corrupt practices" and offences while pursuing their duties or organising and conducting activities and this includes Financial Misappropriation.
- 13) No staff member shall accept any form of gift, either in cash or kind, from 'any one' including students, parents or any outside party like suppliers/ contractors etc.
- 14) All staff members should maintain a supportive and amicable environment for working and learning.
- 15) Smoking, chewing tobacco/ gutka/ paan, and consumption of alcohol or any form of illegal substance abuse/ addiction or other habit-forming substances is strictly prohibited in the college premises.
- 16) Staff members are not permitted to provide audio and video clippings of any activity on the campus to any outsider or to the media without the prior permission of the principal or competent authority designated by the Principal or Management.

- 17) No staff member will approach Media or post anything in social media that would be detrimental to the institution. Staff members can only use social or other media as responsible citizens and not indulge in any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic groups or in posting derogatory or objectionable comments or creating obstructions which can create problems and/ or tarnish the image/ reputation of the College and Bhavan.
- 18) Staff Members shall not indulge in any form of Embezzlement of funds or misappropriation of the College/ Bhavan's property, or theft or fraud.
- 19) Staff Members shall not indulge in any form of Mutilation/ destruction of records and property of the College/ Bhavan.
- 20) Staff Members shall neither indulge in nor encourage any form any malpractice connected with examinations, results or other College/ Bhavan's activities.
- 21) Staff members should be a model for students to follow and should resist from any activity that would hamper the image of the Institution.
- 22) No staff shall accept any other full time or part time employment, during his/ her deputed/ expected time of working hours and tenure of employment with Bhavan except for prior permission of competent authority.
- 23) The list of Dos' and Don'ts in this Code is only illustrative and not exhaustive and is not intended to substitute or modify other detailed directions/ instructions issued by the Government, University, Bhavan or the College, which must be strictly observed and followed.
- 24) All Staff members (whether teaching or non-teaching) engaging in any activity/ activities which violate(s) this Model Code of Conduct will be liable for disciplinary and if necessary, even criminal action.
- 25) The College/ Bhavan reserves the right to modify/ replace this Code of Conduct at any time without prior notice.

TEACHING STAFF

- 1) This will cover all Teaching staff whether full time or part time or temporary or on regular appointment or on contract.

- 2) Every Member of the Teaching staff shall follow the Code of Conduct for all Staff Members and in addition shall discharge his/ her duties efficiently and diligently to match with the academic standards and performance norms laid down by the University, Bhavan or College Management from time to time.
- 3) Every Member of the Teaching staff shall continuously update/ upskill his/ her knowledge and skills to equip himself/ herself professionally for the proper discharge of duties assigned to him/ her.
- 4) No Member of the Teaching Staff shall prepare or publish any book or books commonly known as Keys, Guide or Assist, etc., without the prior permission of the Head of the Institution. They should not act as a selling agent or canvasser for any publishing firm or trader or give private tuitions. They shall not force upon the students purchase of any specific textbook/s by particular author or publisher.
- 5) They shall not ask for or accept, except with the previous sanction of the Principal, any contribution himself/ herself or otherwise be associated with the raising of funds of any kind, or make any collection whether in cash or in kind, in pursuance of any objective whatsoever except which is permitted by the College such as subscription from the members of any association of teachers/ lecturers.
- 6) Every Member of the Teaching staff shall compulsorily take prior written permission from the principal before applying/ enrolling for any orientation/ refresher/ short-term course/ training programme or attending any conference/ seminar/ workshop. Duty leave must also be applied for and pre-sanctioned by the Principal.
- 7) Every Member of the Teaching staff shall conduct himself/ herself with absolute integrity, dignity and decorum in his/ her dealings with the superiors, colleagues and students.
- 8) No member of the Teaching staff shall accept any honorary or other appointment/ assignment (even though Honorary and to be done in his/ her spare time) given to him/ her by any external agency without the prior permission of the Head of the institution.
- 9) No member of the Teaching staff shall accept any appointment (Contractual, Professional, Part-time or Clock hour basis) or take any academic assignments at other institutions without taking the prior permission from the Head of the institution.
- 10) No member of teaching staff shall engage himself/ herself in private tuition or coaching classes, even during non-teaching/ office/ working hours.

- 11) As is required for all Staff members, a teacher must not associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
- 12) A teacher shall not by act or deed; degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- 13) Every teacher in the service of the College shall persistently strive for academic excellence in the discharge of his/ her duties and conduct himself/ herself in the manner of a perfect role model for the students and others to emulate.
- 14) The list of Do's and Don'ts in this Code is only illustrative and not exhaustive and is not intended to substitute or modify other detailed directions/ instructions issued by the Government, University, Bhavan or the College, which must be strictly observed and followed.
- 15) As stated for all Staff members, teaching staff engaging in any activity/ activities which violate(s) this Model Code of Conduct will be liable for disciplinary and if necessary, even criminal action.
- 16) The College/ Bhavan reserves the right to modify/ replace this Code of Conduct at any time without prior notice.
- 17) All members of the teaching staff are required to adhere to the Maharashtra State Board/ University of Mumbai/ UGC/ NAAC guidelines and work unitedly for the betterment of the institution.

NON-TEACHING STAFF

- 1) Members of the Non-Teaching staff shall follow the Code of Conduct for all Staff Members and in addition should wear the uniform provided by the Management and always wear their identity cards whenever they are in the College premises/ Bhavan or the place deputed as part of duty (for example, Industrial/ field visits, outdoor submissions) and especially during the working hours.
- 2) Non-Teaching Staff assigned to the Laboratories should keep the Laboratories clean and sanitised.
- 3) Any Loss or damage to any article in the Laboratory or class Room should be reported to the Head of the Department in writing immediately.

- 4) Non-Teaching Staff, working in the Laboratory, shall maintain a stock register for all the articles, equipment, chemicals, etc. which must be submitted to the Head of the Department and the Principal at the end of each semester for noting and approval.
- 5) They must carry out their duties as instructed by the authorities to whom they are attached.
- 6) The members of the non-teaching staff are required to complete the work assigned to them by the higher authorities/ Head of the institution in a time-bound manner, failing which disciplinary action can be initiated against them.
- 7) They should refrain from using their work-time in promoting personal, religious, political, social or business or any other agendas.
- 8) They must demonstrate a concern for the appropriate use and maintenance of all equipment and stationeries provided by the college for various purposes.
- 9) The support staff will demonstrate courtesy, respect, patience and willingness to help, in all their interactions with students, teachers, guardians, administrative personnel and the general public in any context.
- 10) The Staff shall be alert during duty, and if observes, any such activity, incidence, transaction, items, that is detrimental to the interest of institution, shall report immediately to their concerned authority in writing/ orally.
- 11) Staff shall take due precautions not to indulge in any illegal activities.
- 12) The list of Dos' and Don'tsin this Code is only illustrative, and additional. This is not exhaustive and is not intended to substitute or modify other detailed directions/ instructions issued by the Government, University, Bhavan or the College, which must be strictly observed and followed.
- 13) As stated for all Staff members, non-teaching staff engaging in any activity/ ies which violate(s) this Model Code of Conduct will be liable for disciplinary and if necessary, even criminal action.
- 14) The College/ Bhavan reserves the right to modify/ replace this Code of Conduct at any time without prior notice.
- 15) All members of the non- teaching staff are required to adhere to the Maharashtra State Board/ University of Mumbai/ UGC/ NAAC guidelines and work unitedly for the betterment of the institution.

STUDENTS

- 1) All students must compulsorily wear Identity Card while in the college premises.
- 2) Use of cell phones is strictly prohibited in the college premises, unless Permitted by the concerned authority, for any specific purpose.
- 3) Minimum 75% attendance is mandatory for students in lectures and practicals, whether online or offline, as per the University of Mumbai guidelines. Lack of minimum attendance may lead to barring students from appearing for the Final examination.
- 4) Each student should maintain the discipline and decorum in college and abide by all the rules and regulations.
- 5) Any kind of ragging, either oral or by written communication or by action, which has the effect of teasing, treating or handling with rudeness, a fresher or any other student, is strictly prohibited and no student shall engage in such activity. If a student is found engaging in such act/s, he/ she will be liable for a strict disciplinary/ legal action.
- 6) No student should indulge in disrespectful and quarrelsome/ riotous behaviour, insubordination and defiance of lawful order, rumour mongering, character assassination including making false allegations with/ against the teachers, non-teaching staff members and with the co-students.
- 7) If the students have any grievance or difficulty, they should report it to the Principal or the Vice-Principal of the college or to the Grievance Redressal Committee.
- 8) They should not loiter in the college campus or sit in the Bhavan's Canteen unnecessarily, in particular by bunking their lectures and practical classes.
- 9) Smoking, chewing 'gutkha' or 'paan' and consumption of alcohol or any form of substance abuse is strictly prohibited in the college campus.
- 10) No student while being present in the College/ Bhavan's premises have in his/ her possession any weapons, explosives, liquor, narcotics and/ or other habit-forming substances and/ or other objectionable materials at any time.
- 11) They are prohibited from bringing any weapons or substances which could harm others physically/ psychologically in the college.
- 12) Littering in the college campus/ Bhavan's premises is strictly prohibited.

- 13) They are strictly prohibited to scribble anything on the walls or furniture or equipment of the classrooms, laboratories, common rooms and rest rooms and if found guilty, he/ she would be penalised.
- 14) They should not damage the benches, tables, chairs, any electronic or other equipment, fans and lights in the classroom and any kind of property on the campus.
- 15) They are required to maintain sanctity in the campus and are strictly prohibited from creating disturbance in the college campus, communicating in the reading room and standing in the porch of the college.
- 16) They should plan and organize activities like picnics, industrial visits or study tours only after receiving consent from the principal.
- 17) They should not participate in any activity which is against the college, and society and must ensure that they do not indulge in any derogatory remarks related to community, religion, caste, class, disability, gender and sexual orientation and related unfair activities.
- 18) They should enthusiastically participate in sports, cultural and other extra-curricular and co-curricular activities and also co-operate in organisation of such activities.
- 19) Use of unfair means at the time of examination is strictly prohibited and liable for disciplinary action as per the University/ State Board norms or norms suggested by the competent authority.
- 20) Strict action will be taken against students if they forge signatures on the official documents or alter it in any form to suit their purpose.
- 21) They should strictly adhere to all the instructions written and/ or displayed on the college notice boards and should strictly follow all the above rules as well as any other rules/ guidelines laid down by the college from time to time.
- 22) Students are not permitted to provide audio and video clippings of any activity on the campus to media without the prior permission of the principal.
- 23) Students must use social media, press and other media as responsible citizens and not indulge in posting derogatory or objectionable comments which can tarnish the reputation of the organisation.
- 24) The list of Dos' and Don'ts in this Code is only illustrative and not exhaustive and is not intended to substitute or modify other detailed directions/ instructions issued by the Government, University, Bhavan or the College, which must be strictly observed and followed.

- 25) Any Student(s) engaging in any activity/ activities which violate(s) any of the provisions of this Model Code of Conduct will be liable for disciplinary (including rustication/ expulsion) and if necessary, even criminal action.
- 26) The College/ Bhavan reserves the right to modify/ replace this Code of Conduct at any time without prior notice.

Every Teacher, Non-Teaching Staff and Student shall undertake to adhere to the Code of Conduct in sprit and in words.
