



CODE OF CONDUCT HANDBOOK

Published by:

**CHEMBUR TROMBAY EDUCATION SOCIETY'S
N. G. ACHARYA & D. K. MARATHE COLLEGE
OF ARTS, SCIENCE & COMMERCE**

INDEX

SR. NO.	PERTICULARS	PAGE NO
1.	COVER PAGE	1
2.	INDEX PAGE	2
3.	VISION AND MISSION	3
4.	ABOUT THE COLLEGE	4
5.	CODE OF CONDUCT FOR STUDENTS	5
6.	CODE OF CONDUCT FOR TEACHERS	7
7.	CODE OF CONDUCT FOR NON-TEACHING	8
8.	CODE OF CONDUCT FOR PRINCIPAL	9



VISION

To provide value based higher education opportunities to all, especially to the socially , academically and economically disadvantaged students, so as to make them good citizens and eventually good human being.

MISSION

- To provide opportunities for higher education to all, especially to the lower socio – economic strata of the society who are often first-generation learner and may also be academically weak for lack of opportunities.
- To develop the institutions as a temple of learning for teachers and students.
- To introduce more self- financing and job-oriented courses for the students.
- To introduce more self-financing and job-oriented courses for students from broader segments of the society.
- To continuously improve the quality, system and process in search for academic excellence.

ABOUT THE COLLEGE

- N. G. Acharya and D. K. Marathe College of Arts, Science and Commerce was established in 1978 by Chembur Trombay Education Society. It is ideally located in the heart of Chembur on N. G. Acharya Marg between Chembur and Goyandi Railway Stations and is served by a number of BEST bus routes. As the first degree college in Chembur, it was started with the aim to cater to the higher education needs of the students from Chembur and the neighbouring areas. The college is affiliated to the University of Mumbai staffed by dedicated, experienced and well qualified teachers.
- College offers HSC in Arts, Science and Commerce in Junior College with IT. and CS as vocational subjects. In degree aided college, we conduct conventional courses -B. A., B. Sc. and B. Com. with multiple choice of subjects. Since 2002, the college expanded to conduct professional courses like BMS (Bachelor of Management Studies), B. Sc., (Information Technology), B. Sc. (Computer Science), B. Com. (Accounting and Finance), B. Com. (Banking and Insurance), B.M.M (Bachelor of Mass Media), B.Com. (Financial Markets) and post graduate courses like Master of Commerce (Advanced Accountancy), M Sc. (Organic Chemistry) and M. Sc. (Information Technology). For these professional courses Innovative methods of teaching, Industrial Visits, internship programmes and Live projects are conducted to help student's build the skills. necessary to compete in this modern, globalized world. Our facilities and infrastructure such as Computer Labs, Digital Media Lab, Library on two floors, WIFI match the best.
- College has two Research Centres Recognised by University of Mumbai for the Ph.D. Course in Chemistry and Accountancy.

- **The college has more than 7000 students in Junior, Degree and Self- Finance courses of which 2000 students attend Professional specialized Courses / Degrees. Along with studies, the college encourages co-curricular and extra curricular activities to achieve the overall development of students. The college campus has a big sports ground, a spacious seminar hall, an Amphitheatre and an obstacle course which has been developed as per the requirements of the N. C. C. Unit.**
- **Our college provides a holistic learning environment which, caters for each student's academic, physical, social and emotional development within a balanced educational program based on Indian values. To foster this, we encourage participation in activities that fall outside the realm of the normal curriculum of our college. We encourage all children to make the most of their time and become actively involved in sports activities, cultural activities and social work The college boasts of a state of the art - Astro Turf for playing outdoor games like football, cricket etc. and also has a Gymkhana as provision for indoor game.**

CODE OF CONDUCT FOR THE STUDENTS

- **Every student must carry his/her identity card while being present on the College Premises.**
- **Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.**
- **Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.**
- **Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.**

- Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
- Playing cards, spitting and loitering are strictly prohibited inside the college campus and shall invite severe punishment / disciplinary action.
- Use of Cell phones is strictly prohibited during class hour.
- All students must avoid social networking sites such as Facebook, WhatsApp, etc during the working hours.
- Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- During leisure hours, students are advised to use the library as maximum as possible.
- Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus are strongly prohibited as well as punishable which has been notified as a cognizable offence by Govt. of Maharashtra, Resolution No. TEM/10697620/96 Dated 6-9-1996. Our college is following the 'Curbing the menace of RAGGING in Higher Educational Institutions, Regulations 2016' notified by UGC.
- Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- Latecomers will not be entertained to enter into the classroom.

- A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.
- Students are required to check the Notice Board, WhatsApp group and also website of the college for important announcements.
- Students should not bring any outsiders to the college campus without prior permission.
- Students should not collect any fund from classmates or outsiders without the written permission of the principal.
- Students should not organize picnics without the prior written permission of the principal.
- Students should deposit any lost property found by them, with the college office. Owners of lost property should claim the same from the office counter the very next day.
- The students should ensure equal opportunities and rights to persons with disabilities. Our college has a policy of smooth and effective implementation of all legislation relating to 'DIVYANG-JAN'
- College has an Internal Complaints constituted as per the 'SEXUAL HARASSMENT' of women at workplace (Prevention, Prohibition and Redressal) Act 2013).
- College wishes to promote a culture of zero tolerance towards SEXUAL HARASSMENT of any kind.
- Students should wear decent and full dresses/cloths and use decent language on the campus.

CODE OF CONDUCT FOR THE TEACHERS

- Each teacher must wear his/her identity card while being present in the College Premises.
- Every teacher has to obey the orders of the Principal of the College.
- Teachers should wear decent dresses/cloths on the campus.
- Teachers are expected to be present on the college campus at least 30 minutes before any Examination starts in the college campus for which his/her duty is assigned.
- The prior intimation to the principal is required (at least a day in advance) while availing any leave.
- All teaching staff will avoid social networking sites such as Facebook, WhatsApp, etc during the working hours.
- Teachers should sign the attendance register while reporting for duty.
- Staff members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Teachers are expected to encourage students in the context of Career Oriented Programmes.
- No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the principal.
- 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.
- All staffs will adhere strictly to the laws and regulations of the college.

CODE OF CONDUCT FOR THE NON-TEACHING STAFFS

- Every Non-teaching staff must wear his/her identity card while being present in the College Premises.
- Every Non-teaching staff has to obey the orders of the Principal of the College.
- Non-teaching staff will carry out their duties as instructed by the authorities.
- Non-Teaching staffs 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.
- The prior intimation to the principal is required (at least a day in advance) while availing any leave.
- Non-Teaching staff shall not leave the College premises without permission.
- Non-Teaching Staff assigned to Laboratories should keep the Laboratories clean, maintain the equipment's properly and help the teacher during practical class.
- Every non-teaching staff must report in time to duty.
- All non-teaching staff must maintain honesty, integrity, fairness in all activities.
- All non-teaching staffs will avoid social networking sites such as Facebook, WhatsApp, etc during the working hours.
- All non-teaching staffs will respect and maintain the hierarchy in the Administration.
- All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- All staffs will adhere strictly to the laws and regulations of the college.

CODE OF CONDUCT FOR THE PRINCIPAL

- The principal will Chalk out a policy and plan to execute the vision and mission of the college.
- The principal will remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- The principal will always encourage all his staff and students to reach their maximum potential.
- The principal will monitor and manage to take remedial measures/actions based on stakeholders' feedback.
- The principal will ensure all his staff members and students to be remain aware of rules, policies, and procedures laid down by the college.
- The principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator).
- The principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution.
- The principal will listen the students' idea and will set up accordingly the supportive tone.

DR. VIDYAGAURI LELE
PRINCIPAL