

ST. PAUL COLLEGE

Behind VTC Ground, Ashelepada,
Near Ganpati Mandir, Ulhasnagar- 421004.

(Affiliated to University of Mumbai)

NAAC Accredited



**Information Brochure On Institutional
Code of Conduct**

Code of Conduct for Students

1. All students are expected to observe rules and regulation currently in force to enable the college to function smoothly.
2. Smoking and spitting is strictly prohibited. Help to keep the college premises clean and neat
3. No society or association shall be formed, no meeting be held and no person be invited to address the students in the college without the prior written permission from the Principal.
4. Students are prohibited from doing anything inside or outside the college that wil 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.
5. Students resorting to unfair means at the exams will be dealt in accordance with the provision of the Govt. of Maharashtra Act No. XXXI of 1982 and the Maharashtra Universities Act 1994.
6. Students are strictly warned not to use cell phones in the college premises. Strict action will be taken against the user as per the guidelines issued by the Mumbai University from time to time.
7. Students should always wear their identity card on their person whenever in the college or when representing the college at any event or any place.
8. Students should not loiter in and around the college premises while lectures are being conducted.
9. Students are directed not to bring any outside persons to the college premises.

10. Students should take proper care of all college property. Any damage done to the property of the college by disfiguring walls, rooms, windows and fittings, breaking or damaging furnitures, equipments etc. will be treated as a serious beach of discipline and will be punishable. Damage done to the property will have to be made good by the concerned. students.
11. Any grievances regarding academic, administrative etc. should be first brought to the notice of the Course co-ordinators, head co-ordinator or the vice-principal before meeting the principal.
12. The powers relating to the disciplinary action in the college will vest with the Principal and his decision in this respect shall be final. Any one violating the discipline of the college will be dealt with as per the provisions applicable from time to time.
13. Matters not covered by the existing rules or not mentioned above. will rest at the absolute discretion of the principal.

Code of Conduct for Teachers

Governing terms and conditions of service of teachers working in university schools, university departments, conducted colleges and university institutions

[framed under section 72 (10) read with section 71 (20) of the Maharashtra public universities act, 2016]

S.94. Code of Professional Ethics

(A) The Teachers and Their Responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct themselves in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of their students and the society at large. Therefore, every teacher shall see that there is no incompatibility between their precepts and practice. The national ideals of education which have already been set forth and which they should seek to inculcate among students must be their own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by their peers and the community.
- ii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iii. Express free opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

- iv. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- v. Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- vi. Participate in extension, co-curricular and extracurricular activities including community service.

(B) Teachers and the Students:

The teacher shall

- i. Respect the right and dignity of the student in expressing their opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. Make themselves available to the students even beyond their class hours and help and guide them without any remuneration or reward.
 - i. Aid students to develop an understanding of our national heritage and national goals, and
 - ii. Refrain from inciting students against other students, colleagues or administration.

(C) Teachers and Colleagues:

The teachers shall always

- i. Treat other members of the profession in the same manner as they themselves wish to be treated,
- ii. Speak respectfully of other teachers and render assistance for professional betterment,
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- v. Be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. Believe in union and unity of the colleagues.

(D) Teachers and Authorities:

The teachers shall

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. Not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- iv. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. Give and expect due notice before a change of position is made; and
- vi. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Code of Conduct for Non-Teaching Staff

The code of conduct for non teaching staff is based on UGC's MulyaPravah Guidelines

Administrative/ Support staff would

- carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- encourage the staff to maximise their efficiency.
- create conditions that inspire teamwork.
- act timely to readdress the genuine grievances.
- maintain the confidentiality of the records and other sensitive matters.
- co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- care for the institute's property.
- facilitating congenial environment.
- refrain from any form of discrimination.
- not accept bribes or indulge in any corrupt practices.
- make every effort to complete the assigned work in a time-bound manner