



**SINDHU EDUCATION SOCIETY'S**

**(S.E.S) SWAMI HANSMUNI MAHARAJ  
DEGREE COLLEGE OF COMMERCE**

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**CODE OF CONDUCT**

**Code of Conduct for Principal**

The Principal is the whole and sole of the constitution, should supervise and monitor each and every minute detail of administration of academic and non-academic programs and several administration of the constitution to ensure effectiveness in all the tasks and assignments that comes across.

1. The Principal should administer the budgetary provisions and should ask for the financial audited statements of the constitution.
2. The Principal is authorized to take all necessary action in the interest of the institution.
3. The Principal should form various committees which will benefit in the smooth sanity of the constitution.
4. The Principal should encourage all members of the teaching faculty to update their knowledge by participating in various, meetings seminars, workshops, conference in and
5. The Principal should also ensure its faculties to author text books and publish research papers in reputed international Indian journals Magazine and periodicals etc.
6. The Principal is accountable for the department of academic progress of the institute.
7. The Principal should ensure that directions issued by the management are strictly complied with.
8. The Principal should also ensure like directions issued by the management are strictly followed and implemented.



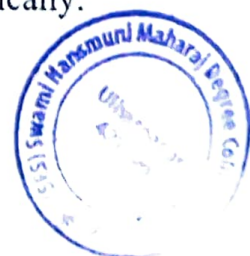
9. The quality of education has to be always maintained.
10. The Principal should ensure long and short term developmental plans of the institute W.R.T academic programs are administered and implemented through relevant committee bodies.
11. The Principal should take utmost care in forwarding confidential reports of all staff members of the institute both academic and administrative and submit it to the management.
12. The Principal shall be responsible for submission of the annual report on whatever progress achieved in different developmental and collaborative programs to the management.

### **Code of Conduct for Vice Principal**

1. The Vice-Principal functions as IC-Principal in the absence of Principal.
2. The Vice-Principal is responsible for all its duties that are delegated by the Principal.
3. Under the directions of the Principal, The Vice Principal carries out all operational activities.
4. Give inputs regarding the academic updating/revision of university syllabus, introduction of new activity from the education department to be forwarded to Principal for further approval.
5. Faculty programs and initial provision are recommended to the Principal.
6. Departmental Budgetary requirement to be forwarded to the Principal.

### **Code of Conduct for Department Heads**

1. Each Department shall have a HEAD, who will be responsible and be the senior most professor of the Department.
2. The Heads shall be responsible to the Principal in discharging their duties and functions.
3. As per the University norms, shall prescribe work to the staff.
4. Shall conduct model examination and internal assessment periodically.





## **College Code of Conduct**

A Teacher should always should take keen interest in conveying the message to the guardian, she should act as a bridge between the students send reports of their performances to their guardian whenever need artist, meet the guardian in meetings with a purpose for mutual exchange of ideas for the betterment of the institution.

1. Education is a service for the public and so should strive to keep the public informed of all educational programs that are happening.
2. Be a through and loyal citizen of its country, serve the nation, partipicle in all community activities and shoulder responsibilities of public office.
3. Beware of all social problems and to participate as would be conducive in the progress of society, and thereafter the country as well.
4. Work to improve the education in the community and strengthen its life.
5. Refrain from all such activities which encourage hatred or enmity amongst our self.
6. Shall consolidate the interval assessment marks of the students of department and communicate the same to the Principal.
7. Shall be responsible for maintaining overall discipline and standard of the Department.
8. Shall be responsible for improving the results of the college and of the department.

## **Code of Conduct for Teaching Faculties.**

The Teacher is always considered to be a sole model for his/her students at large. Therefore it is the prime duty of the teacher to stand to the expectation of the society in general. This profession also requires that teachers should always be calm, patient, communicative, by temperament and amicable in disposition.

A Teacher should:

1. Always achieve to a fixed disciplined pattern of conduct.
2. Manage their private affairs in a consistent manner, keeping in mixed the dignity of profession.

3. Perform their duties with almost dedication be it any area of education like learning/teaching, practicals, seminars and research work.
4. Co-operate and assist in carrying out the day to day affairs of the department, in academics and administration like advising and counseling student's supervision invigilation, evaluation pertaining to conduct of examination in fair means.
5. Wholehearted participation in extracurricular and co-curricular activities of the college including community services.

### **Teachers and Students**

1. A Teacher should respect the right and duty of every student in expressing his/her opinion.
2. All students to be dealt fairly and impartially, regardless of their religion, caste social, economic and practical background.
3. Encourage students to improve their personality and contribute it to community welfare.
4. Inculcate scientific approach and outlook amongst student.
5. To bring or instill in students ideals of democracy, patriotism and peace.
6. To be affectionate to students.
7. To be available to students beyond their class hours and help them at all hours without any remuneration or reward.
8. Help students to develop an understanding of all culture, creed, national heritage etc.

### **Teachers and Guardians/ Parents**

Teachers should always keep contact and be in touch with all guardians| parents of their students, and send reports of their performance to guardians whenever one finds it necessary and meet up with guardians through meetings which are conveyed for the purpose of mutual exchange of ideas for the benefit of the institution.

### **Teachers and Society**



1. As education is a public service must strive to keep the public informed of all educational programs which are provided therein.
2. Work to improve the quality of education in the community and strengthen the communities' moral and intellectual manual.
3. Beware of all social problems and take part in such activities as would be conducive to the progress of society.
4. Participate in community activities and shoulder and responsibilities.
5. Refrain from any activity which promotes the feeling of hatred or enmity among different communities' religion or leucitic groups but should actively for national integration.
6. Refrain from allowing consideration on the basis of caste, creed, religion, race or sex in one's professional endeavor.

### **Teacher and Authorities**

1. To refrain from undertaking any other employment including private tuitions Coaching classes which are likely to interfere with their professional responsibilities.
2. Extend a whole hearted contribution in formulating policies of the institution by acceptor various offices and discharge responsibilities which the office may demand.
3. Co-operate with the authorities for the betterment of institution keeping in view the interest and dignity of the profession.
4. Should always achieve to the condition of contract.
5. Give and expect notices before a change of position is made.
6. Refrain from availing leave exception unavailable grounds and as for as possible with prior notice, keeping in new, our responsibilities for completion of academic schedule.

### **Teaching Non-Teaching Staff:**

1. Teachers should treat the non-teaching staff as colleagues with equal partnership in educational institutions.





2. Teacher should lead a helping hand in the function of joint staff councils convening both teachers and non-teaching staffs.

### **Code of Conduct for Librarian:**

1. To prepare and issue library card to students and staff.
2. To do the follow up for return of books in time those are issued to students and staff members.
3. To display all new arrivals on the special stand or notice board of the library by making a photocopy of the cover page of the books and journals| periodicals.
4. To receive constructional journals and magazines and get highlighted all important articles and news.
5. To compile back volumes of journals and periodicals and arrange for binding and stacking.
6. To maintain day wise records of visits those are made by faculty members into the library.
7. Display of callings of newspaper on educational/social/Economic matters on the notice board.
8. The list of requirement of books submitted in the principal for further procurement.
9. To ensure discipline of the students in the library.
10. Regularly undertakings binding of books which one are damaged.
11. Any other matter that is assigned by principal from time to time.

### **Code of Conduct for Administrative Staff**

#### **Office Superintendent**

1. Has to act as a middleman of academic and administrative activities.
2. Maintain and update service books of all teaching and non-teaching staff.



3. To scrutinize admissions and Eligibility requirement documents and registers admissions.
4. Supervise and maintain personal files of staff and faculty members.
5. Maintain work schedule | load and discipline of class IV employees.
6. Maintain leave register.
7. Maintain movement register for staff under office administration.
8. To go through all records of correspondence and put up the same to principal, HOD and Heads.
9. Act as information officer of the institution.
10. To be responsible for all matters assigned to establishment section, student section, maintenance section and security section.
11. To take care of biometric section.

### **Non-Teaching Staff**

1. Non-teaching staff should remain on duty during college hours.
2. The ID card is mandatory for all non-teaching staff during working hours.
3. Non-Teaching staff to carry out their duties as instructed by the authorities to whom they are attached.
4. To display all notices, giving away marksheets etc.
5. To send SMS with regard to attendance, discipline and all other activities with the help of the convened authorities or departments.
6. To take care of all kinds of circulars curricular and extra-curricular activities.
7. Any other duties as assigned by the Principal from time to time.

### **Code of Conduct for Students**



## 1. Attendance:-

1. Attendance of all lectures/ tutorials / practicals tests and examination is mandatory for all subjects and students.
2. Whom so ever student fails to carry out his/her work to the satisfaction of principal is liable for cancellation of his/her admission.
3. Periodical list / seminars are compulsory for all students of all class.
4. A student who remains absent for any examination of the college has to endorse an application mentoring the reason for non-attendance, a medical certificate as the case may be, with this an application that is endorsed by the parents, stating the reason for non-attending examination.
5. A student who remains absent for 3 consecutive days is required to submit an application that is duly signed by his/her parents / guardians.
6. Students who are not permitted for the university examination will not be re-admitted to the college.

## Discipline

1. Whenever in college, all students should compulsorily wear their ID card or should be produced as and when asked for on demand.
2. No student shall be permitted to enter the college premises without Valid ID Card.
3. In case of any problem personal or academic students to report to respective class or the vice principal or the principal who will help them to solve the problem.
4. Every student to act as a responsible student of the college and should take utmost care of the college premises/ property.
5. Any damage due to the college is to be compensated either individually or collectively.
6. Any damage to the college building, furniture, fixtures by the students shall be treated as breach of discipline.
7. Students to observe punctuality appropriate actions to be taken against late comers.
8. No committee or organization of students will be permitted in the campus.





9. Students will not be allowed to bring any outsider with them when they enter the premises.
10. An outsider may be allowed with prior permission from the higher authority with valid reason and entirely the name on the gate register is mandatory.
11. No person other than a college staff can be invited to address any sort of meeting without prior permission of the principal.
12. Students are not allowed to enter in the college corridor or premises.
13. Students are instructed to be in their respective class rooms at the stroke of the first bell and wait for the teacher.
14. Students are to make use of the library reading room during their free period.
15. Smoking is strictly prohibited in college premises.
16. If the conduct of any student is found to be detrimental to the college. The principal has the right to ask the student to leave the college without assigning any reason. The principal's decision will be final in its regard.
17. No student to collect any money without prior information of the principal.
18. Discipline and good behavior is expected from every student at all social gatherings and celebrations at the college.
19. No notice shall be put up on the notice board or chalk board without any written permission of the principal or Vice Principal in the matter concerned.
20. All programs and excursion tours etc. shall be organized only with prior written permission of the principal.
21. The principal's decision shall be final with regard to powers relating to disciplinary actions in the college.
22. Student should not be allowed to make any sort of complaint in a body or present any collective petition but are welcome to present their case if any individually and in group.
23. All students are supposed to use dustbins and dispose dry waste and wet waste in separate dust bins in the campus.
24. Students to switch off the lights and fans when not required and also while leaving the classrooms/ laboratory/ library or any other room etc.



25. Students suffering from diseases that are declared infectious by a KMOF which requires quarantine or segregation will not be permitted to attend the college without being certified as cured by the doctor.

### **Behavior and conduct**

1. Students are not allowed to indulge from doing anything inside the college that will interfere in the college administration. No outside influencer to be brought into the college directly or indirectly.
2. Students behavior should show a lot of courtesy and respect. Disrespect or disobedience may result in in disciplinary action which may at times lead to suspension or expulsion from college.
3. When the teacher enters the classroom the student must rise and remain standing likewise when the attendance roll call is called, each student must rise and give the present.
4. Students are supposed to greet each member of the college with respect.
5. Scribbling on the walls and doors etc. should be avoided at all cost, if any student is formed doing so, disciplinary action to be taken against that particular student.
6. Throwing waste papers, defacing the walls committing nuisance on the college grounds are perishable offences.
7. Students are not supposed to play in any team against the official team of the college.
8. Students are forbidden to attend any sort of meeting within the college or collect or raise funds for any purpose from students or circulates amongst students any notice of any kind or paste the same on the college notice board without written permission of the principal.
9. The college will not be held responsible for any sort of money/ cash or goods that is lost in the college premises; at the same time it is advisable not to carry any valuables to the college.
11. Students to be very particular about cleanliness of college. They should use the waste bins that are provided by the authorities.
12. Habitual late comings, will feel disobedience or misconduct individually or collectively should be seriously dealt with.

13. Indecent language or conduct will be committed as a sufficient reason for dismissal of a student from a college.

14. Students should switch off all the lights and fans when not required.

15. Students joining the college are by the very fact deemed to accept and observe all the rules and regulations of the college to the entire satisfaction of the college authorities.

16. Bringing mobile phones within the campus is strictly prohibited as per the university norms of any student is found with a mobile phone in the college, then the mobile phone will be forfeited and action shall be taken against the student.

17. Every student has to come to college in decent dressing style. The students are expected to observe decorum to enhance the image of college, however T-shirt without collars or having pictures or slogans and multi pocketed trousers or slogans and multi pocketed trousers are strictly not allowed.

*Viana*

Principal

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## College Manual (Rules and Regulations of College)

### General Rules:

1. Students have to be punctual and should strictly follow all the rules that are maintained in the rules and regulation act of the college.
2. Students should give utmost importance to discipline once they are in college.
3. Students should restrict themselves from its day to day administration and discipline of the college.
4. Ragging of any sort should be strictly forbidden which may also lead to restriction of the student from the college looking into the severity of the problem.
5. Mean of misbehavior, misconduct, students can be suspended by principal with reference to its severity. The principal's decision shall be the final decision, beyond which no concession will be given to the student.
6. No student will be allowed to collect any funds or render financial assistance from the students or any person without prior save Tran from the Principal
7. Students are instructed to take special care of the college property and give a helping hand in maintaining and keeping the premises neat and clean. Damaging the property of college e.g. Furniture wooden fitting (e.g. Door etc.) will be considered as a break of discipline and will be strictly punished.
8. The university leaves are subject to change with consultation to management.
9. For withdrawals like RLW concession, Students need to submit application to the principal.
10. Students should mandatorily carry their ID card when they attend college.
11. Library books to be returned to the library within 15 days after the issuance of the book to the students.
12. Students are highly restricted in consuming any toxic substances. If found indulging in these kinds. They will be strictly punished as per the rules.

**Note:** The Management reserves the rights to change / amend any of the above mentioned rules and regulations without a

  
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