



# VIVEK EDUCATION SOCIETY'S VIVEK COLLEGE OF COMMERCE

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PERMANENTLY AFFILIATED TO THE UNIVERSITY OF MUMBAI, ACCREDITED (3<sup>rd</sup> CYCLE) BY NAAC WITH B++ GRADE

## **CODE OF CONDUCT – PRINCIPAL OF THE COLLEGE**

### **Code of Professional Ethics (GR No.Misc-2018/C.R.56/18/UNI-1)**

College Principal should:

- a) Provide inspiration and motivational value-based academic and executive leadership to the college through policy formation. Operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas ;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- i) Participate in extension, co-curricular and extra –curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

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## **CODE OF CONDUCT – TEACHING STAFF**

### **Code of Professional Ethics (GR No.Misc-2018/C.R.56/18/UNI-1)**

#### **I. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continues through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting

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the conduct of university and college examinations, including supervision, invigilation and evaluation; and

ix. Participate in extension, co-curricular and extra –curricular activities, including the community service.

## II. Teachers and Students

Teacher Should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- iii. Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the students in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

## III. Teacher and Colleagues

Teacher should:

- i. Treat other member 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 making unsubstantiated allegations against colleagues to higher authorities ; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex

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in their professional endeavour.

#### IV. Teachers and Authorities

Teachers should:

- i. Discharge their professional responsibilities according to the existing Rules and adhere to procedures 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. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 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 through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with authorities for the betterment of institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Adhere to the terms of contract:
- vii. Give and expect due notice before a change of position takes place ; and
- viii. 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.

#### V. Teachers and Non-Teaching Staff

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution ;
- ii. Help in the functioning of joint – staff council covering both the teachers and the non-teaching staff.

#### VI. Teaching and Guardians

Teachers should:

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- i. Try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance 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.

## VII. Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
  - ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
  - iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
  - iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

### **CODE OF CONDUCT – LIBRARIAN**

#### **Code of Professional Ethics (GR No. Misc-2018/C.R.56/18/UNI-1)**

Director physical Education and Sports (University/college)/ Librarian  
(University/college) should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- d) Participate in extension, co-curricular and extra-curricular activities, including the community services;

Refrain from allowing consideration of caste, creed, religion, race, gender, or sex in their professional Endeavour.

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## **CODE OF CONDUCT – ADMINISTRATIVE STAFF**

### **Administrative Staff – General Code of Conduct**

(Based on the Compendium of University of Mumbai & Standard Code Rules Handbook)

1. Administrative staff of the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulation as specified by the authorities.
2. Administrative staff of the college shall not absent himself/herself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
3. Administrative staff of the college must always wear their identity card during working hours.
4. Administrative staff (Support Staff) of the college should wear the Uniform provided by the Management.
5. Administrative staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Administrative staff of college shall be at the disposal of the college for full-time and shall serve in such capacity and at such place as he may, from time to time be so directed.
7. The Administrative staff of college shall conform and abide by the provision of the act, Statutes, Standards Code, Ordinances, Regulations and Rules and directives and decision of the Competent Authority. The administrative staff shall also observe, guidelines stated by the officer under whose jurisdiction, superintendence, or control, he has been placed, for the time being.
8. The Administrative staff at all time shall maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of college as the case may be. He shall ensure the integrity and devotion to duty towards all employees under his control and authority for the time being.

## **CODE OF CONDUCT – STUDENTS**

**As per University Circular No. UG/01 of 2014 ordinance 6086.**

Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical, tutorials etc. Wherein short and/or long excursions/ field visits/study tours organized by the college and supervised by the teachers as envisaged in the

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syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material days. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.

The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular / co-curricular activity / competition / camp / workshop / convention / symposium / seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, shall be deemed to have been attended by the said learner.

#### Performance Criterion 0.125

"To keep a term an undergraduate must complete to the satisfaction of the Principal, the course of study at the college prescribed for each term for the class to which such Learner belongs." Learners and parents are required to note that Learners who fail to satisfy the above-mentioned criterion will not be allowed to appear for the term-end and/or annual examination, conducted by the college on behalf of the University or by University of Mumbai.

#### College Rules & Regulations

1. Every Learner shall obtain, on admission, his identity card. The Learners shall always carry the I-Card with his / her photograph affixed thereon and attested and shall present for inspection whenever demanded. No Learner will be allowed to attend the classes, tutorials, practicals etc. unless he / she have the attested identity Card with him / her. The I-Card should be worn on his / her person throughout their presence in the college.
2. Learners shall attend lectures, tutorials and practicals according to the Timetable on all working days of the College. Learners shall not remain absent during lectures, tutorials, practicals and examination without prior permission of the Principal. Absence without prior permission may lead to loss of term.
3. In case, the Learner remains absent even for a lecture, the Learner is required to submit a leave note duly signed by the parent/ guardian and report the same to the Class In charge, immediately after resuming college.

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4. Learners are required to attend lectures / tutorials / practical only in the classroom allotted to them.
5. Conduct of Learners in the classes as well as on the premises and in the vicinity of the college shall be such that will cause no disturbance to the fellow Learners or to the other classes.
6. Learners shall not loiter in the corridors and disturb the classes.
7. Smoking and consumption of alcoholic drinks / tobacco / drugs are strictly prohibited in the college premises.
8. Learners shall do nothing either inside or outside the College that will in any way interfere with its orderly administration and discipline.
9. No society or association shall be formed in the College and no person will be invited to address a meeting without the Principal's prior permission.
10. No Learner shall collect any money as contribution for picnic, trip or educational visit to some places, get-together, study - notes, charity or any other activity without the sanction of the Principal.
11. The college does not arrange or organize picnics or pleasure trips.
12. In College debates and other meeting, the chair shall be taken by a responsible person approved by the Principal and the subject of the debate shall have prior approvals of the Principal.
13. Any and every communication/information to the outside agencies about the college matters should be routed with the permission of Principal.
14. Learners are expected to take proper care of the college property and to help in keeping the college premises neat and tidy. Damage to the property of the College, e.g., disfiguring walls, doors, fitting and breaking furniture etc. is a breach of discipline and will be duly punished and can lead to rustication of the Learners.
15. The Learners should not leave their books, valuable and other belonging in their Classroom / Gymkhana room / Ladies' common room etc. whenever they move away from their rooms. The College is not responsible for property lost.
16. If, for any reason the continuance of a Learner in the college is detrimental in the interest of the College, the Principal may ask such as Learner to leave the college without giving the reason for the decision and Principal's decision shall be final.
17. Learners joining the college are expected to accept and observe all the rules and regulations of the college and to submit to the normal enforcement of the same to the satisfaction of the Principal whose decision in this regard shall be final.
18. Learners should not contact any Government or Non-Government Agencies, directly. Such matters, if any, should be routed through the Principal.

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19. Uses of Mobiles in The College Premises Is Strictly Not Allowed. If caught, the mobile phones will be confiscated and shall be returned at the end of the academic year or monetary fine will be imposed.
20. Learners Are Required to Dress Decently.
21. Learners Are Required to Be Inside the Classrooms 10 Minutes Prior To The Lecture Time.
22. Learners are warned that if they are caught harassing freshers, physically or mentally, strict action will be taken against them.
23. Matters not covered by the existing rules shall rest at absolute discretion of the Principal

## **CODE OF CONDUCT – RESEARCHER**

### **Code of Ethics at Vivek for Researchers**

1. Plagiarism is strictly not allowed in research activities
2. Originations and ideas of innovations in research are highly appreciated
3. The use of copyrighted resources without permission is not allowed.
4. Confidentiality of the data shared by the respondents need to be maintained
5. Each staff is responsible to follow the policy of Code of Ethics for their researchwork in the institution.

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