



---

# PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE AND ECONOMICS

---

Handbook on Code of Conduct



2019 - 2020

Sundar Nagar, Malad West, Mumbai 400064

## **CONTENTS**

**I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

**II: CODE OF CONDUCT FOR TEACHING-STAFF**

**III: CODE OF CONDUCT FOR SUPPORTING STAFF**

**IV: CODE OF CONDUCT FOR HEAD OF DEPARTMENT**

**V: CODE OF CONDUCT FOR PRINCIPAL**

**VI: CODE OF CONDUCT FOR COLLEGE DEVELOPMENT  
COMMITTEE**

**VII: PROFESSIONAL ETHICS**

**VIII : CODE OF ETHICS FOR RESEARCH**

**IX: CODE OF CONDUCT TO PREVENT THE SPREAD OF COVID 19 AT  
WORKPLACE**

## **CHAPTER-I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

- All the students should be present in the college campus well in time.
- Students should wear their identity cards when they are present in the college campus.
- The students should respect all the teachers and non-teaching staff. They should greet the teacher by saying ‘Good morning Ma’am/ Sir’ or ‘Good afternoon Ma’am / Sir.’
- All the students should wear decent clothes when they are present in the college campus. At the time of presentation the students are expected to be in formal wear.
- Students shall keep their phones in silent mode when they are in the college campus. If they fail to do so they will have to pay a fine of Rs. 500/-
- Smoking, Drinking, Ragging and other objectionable activities are strictly prohibited in the college campus.
- It is compulsory for the students to maintain minimum 75% of attendance record.
- Students are expected to reach the college campus 20 minutes before the examination.
- During the examination if the students are found involved in any unfair means, they will be strictly punished by the concerned authorities.
- All the leave applications should be submitted well in time to the concerned faculties.
- It is the responsibility of the students to keep the college campus neat and clean.
- Students are instructed to follow the guidelines given by the projectguide from time to time and make the timely submission of their projects.

## **CHAPTER II: CODE OF CONDUCT FOR TEACHING-STAFF**

### **Teachers should:**

- (i) Adhere to a responsible pattern of conduct and demeanour 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 continuous 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, tutorial, practical, seminar and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

- (i) Respect the right and dignity of the students in expressing his / her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

- (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 outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student 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 and understanding of our national heritage and national goals
- (x) Refrain from inciting students against other students, colleagues or administration.

### III. TEACHERS AND COLLEAGUES

Teachers should

- (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 allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### 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 the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

(vi) Should adhere to the conditions of contract.

(vii) Give and expect due notice before a change of position is made.

(viii) Refrain from availing themselves of leave except on unavoidable ground 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:

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institution.

(ii) Teachers should help in the function of joint staff-councils covering both teachers

and the non-teaching staff.

#### VI. TEACHERS AND GUARDIANS:

Teachers should:

(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.
- (v) 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.

(UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 published in the Gazette of India Part / Sector 4 University Grants Commission Bahadur Shah Zafar Marg

New Delhi-110002. No.F.3-1/2009 30 June, 2010)

### **CHAPTER III: CODE OF CONDUCT FOR SUPPORTING STAFF**

- Courteous and polite behavior is expected from all the employees in the institution.
- Correct use of language should be used in the academic institution.
- No employee should take leave without prior permission. In case of medical leave the employee should provide proper medical certificate.
- Staff should maintain appropriate level of confidentiality with respect to student and staff record.
- It is the responsibility of the peons and clerks to support the teaching staff related to administrative matters. (Printing, Notice circulation etc.)



## **CHAPTER IV: CODE OF CONDUCT FOR HEAD OF DEPARTMENT**

- The workload of all the core faculties should be decided by the head of the department.
- The head of the department should take weekly meeting of the core faculties.
- The head of the department should also keep a check on the administrative and academic progress of their core faculties.
- The head of the department should take feedback from students for qualitative analysis of the teachers.

## **CHAPTER V: CODE OF CONDUCT FOR PRINCIPAL**

- The Principal is the administrative head of the institution.
- He should monitor the administrative and academic progress of the institution.
- The Principal should take all the necessary steps to maintain discipline in the institute.
- He should encourage the faculty members to participate in seminars and workshops.
- He should also provide motivation to the faculty member to author text books and publish research papers.
- He should motivate the faculty, administrative authorities and the supporting staff, so that they can play their respective roles more effectively.
- The Principal should ensure short term and long term plans for the development of the institution.

## **CHAPTER VI: CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE**

- The meeting of college development cell should take place at least 4 times a year.
- The committee members should prepare an overall development plan regarding academic, administrative and the infrastructural growth.
- They should also plan new courses for the overall development of the students.
- They should provide necessary suggestion to strengthen research culture in the institution.
- They committee is also expected to discuss the reports of the Internal Quality Assurance Committee and make suitable recommendation.
- Committee should also provide necessary suggestion for major annual events of the college.
- The committee is also responsible to prepare an annual report on the work done by the committee members.

## **CHAPTER VII : PROFESSIONAL ETHICS**

- The staff members should avoid any activities that will include the stakeholders in any practice that is not in consent with the Code of Conduct of the Institute.
- Staff should treat students, parents and colleagues in a polite manner.
- The staff members should maintain confidentiality with regards to the identity and details of students.
- Staff members should respect the rights and opinions of the colleagues.

## **CHAPTER VIII : CODE OF ETHICS FOR RESEARCH**

### **\_ Honesty**

All the faculty and students should be honest and sincere in all research communication, methods and procedure, data and result, and publication status. Data should not be misrepresented or manipulated.

### **\_ Confidentiality**

The researchers should maintain confidentiality in their communication, such as manuscripts, projects or grants submitted for publication and all the personal record & information used for research.

### **\_ Legality**

The researchers should be familiarized with the policies and procedures of government, regarding Intellectual Property laws such as Intellectual Property Rights, Cyber Crime, etc.

### **\_ Social Responsibility**

The students and faculties undertaking research need to put their constant efforts to support social well being of society, which in turn helps to preserve the social environment. Any social harm through research should be avoided.

### **\_ Caution**

The researchers should carefully inspect and justify their work. They need to maintain quality of their paperwork and records of research activities, such as research design, research Methodology, data collection, data analysis, interpretation of data.

## **Chapter IX. Code of conduct to prevent the spread of COVID 19 at workplace**

- The college must ensure that surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- Employees should wash and sanitize their hands regularly.
- Good respiratory hygiene should be promoted in the workplace
- Employees should cover their face with face masks or surgical masks in the college premises. Paper tissues should be available at the workplace, for those who develop a running nose or cough at work, along with closed bins for hygienically disposing off them.
- Encourage employees to maintain at least one meter distance between themselves.
- If the employees develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate and report to the nearest designated health facility (information can be taken from 01123978046) and inform at the workplace.

First Published: June 2018

Revised and Reprinted: 8 June 2019

3rd Revision: 29 June 2020