

MAHARSHI DAYANAND COLLEGE OF ARTS, SCIENCE AND
COMMERCE, PAREL, MUMBAI-400012

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Website : www.mdcollege.in



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Standard Operating Procedure

[SOPs] for Students/Teachers/Support Staff

CODE OF CONDUCT COMMITTEE

2021-2022

Convenor: Dr Kavita Rambal

Members

Dr. Priya Parkar

Dr. K.H Pawar

Dr. Varsha Thorat

Asst.Prof. Srinath Shankar

A code of conduct is a set of rules for the individuals to follow in any set up or organization. College being a place which nurtures and guides future generations also needs a code of conduct for different groups of individuals involved in running of college viz;

- a. Students
- b. Teachers
- c. Support Staff.

A code of conduct can:

- Define the College Culture
- Set standards and expectations for students/teachers/Support staff to follow when it comes to their behavior

- Students/teachers/Support staff should know values and possess a pleasant behavior while dealing with one another and people at large.
- A well-written code of conduct clarifies an organization's values and principles,
- By having a code of conduct to follow, making life a bit easier for all parties involved. It improves the working situation.
- A code of conduct also explains what students/employees need to do if they ever need to report a violation of college policy.

MAHARSHI DAYANAND COLLEGE

STUDENTS' CODE OF CONDUCT

- Every student must wear his/her identity card while on College Premises.
- Students are expected to behave in a manner that is conducive to the learning environment.
- 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.
- Food and beverages have to be consumed only in designated areas.
- Students are expected to exercise self-control and respect for the reputation of others and not indulge in Public Displays of Affection (PDA)
- Students are to come to College well- groomed and appropriately dressed.
- Dress/appearance must not present health or safety problems, nor be vulgar, offensive, or cause disruption.
- Clothing styles must not create conflict or be intimidating.
- Subjecting new-comers to unpleasant, abusive, or ridiculous treatment is prohibited.

- Students shall not participate in or conspire with others to participate in hazing or acts that may injure, degrade, disgrace, or put others at risk in any way.
- Ragging is strictly prohibited in the College Campus. Insulting or abusing another student is prohibited.
- Students are required to show respect for authority and any form of abuse of staff is also 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 and shall invite severe punishment/disciplinary action.
- Use of Cell phones is strictly prohibited during class hour unless permitted by teacher
- 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 campus will be considered as a punishable act.
- During leisure hours, students are advised to use the library or gymnasium
- 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 along with having to pay for the damages.
- Indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the College are strongly prohibited as well as punishable.
- Swearing, profanity, vulgarity, inappropriate gestures, obscenities or other lewd speech is prohibited.
- Knowingly reporting or causing the reporting of false facts regarding misconduct or other information to College officials likely to cause an official response, or corroborating of such information is prohibited.
- Latecomers will not be entertained post 15 minutes of the commencement of lectures (online and offline).

- A student should maintain at least 75% attendance in every subject. Otherwise, he or she will be debarred from the University Examination.
- Students are required to check the Notice Board and also website of the college for important announcements.
- Students should not indulge in eve teasing or sexual harassment of any other student irrespective of any sex. If proved to be engaged in such acts will be punished by the Internal Complaint Committee
- During examinations if students found engaged in malpractices shall be punished as per decision of the Unfair Means Committee
- Student should not engage in cybercrime related activities related to other student or staff
- Students are requested to approach to Internal Complaint Committee for sexual redressal and for any infrastructure or service-related complaints to the Grievance Cell of the college. Contact details of the same are available on college website
- For any official work students should observe office working hours strictly
- Student should contact faculties only during working hours.

MAHARSHI DAYANAND COLLEGE

(Support Staff) /OFFICE STAFF'S CODE OF CONDUCT

- Identity card has to worn at all times while on college campus.
- Habitual late attendance or habitually leaving work before time or absence from place of work, sleeping while on duty may be regarded as misconduct. Every staff member should be regular and punctual.
- Every staff member employed in the Institute shall discharge his/her duties efficiently and diligently.
- They should maintain professional ethics in the campus and should maintain proper behaviour with the authorities, faculties and students.
- They must maintain decorum and dignity of the office, department and college.
- They must use dignified and official language in the college campus.
- No staff member should enter college under the influence of intoxicants.
- Smoking, consumption of tobacco in any form is strictly prohibited in the college premises.
- Playing digital games, watching movies/ Cricket matches/ TV programs during working hours are strictly prohibited.
- They should maintain professional boundaries with students and staff.
- They must complete their assigned job in stipulated time.
- They must never discuss their official issues or subjects out of office with any unofficial person.
- College office staff should not keep phone switched off during office hours for online queries and should not close counter before time
- Lunch time should be strictly observed by the staff.

- Peons have to be present in their designated area of work in their working hours and not sit elsewhere which might disrupt the smooth functioning of lectures or other administrative work.
- Peons must check classrooms after every lecture to turn off AV equipment's and lock the CPU case.

MAHARSHI DAYANAND COLLEGE

Teachers CODE OF CONDUCT

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as:
 - A. assisting in appraising applications for admission,
 - B. advising and counselling students as well as assisting the Conduct of university and college examinations, including Supervision, invigilation and evaluation
- Adhere to a responsible pattern of conduct and demeanor expected of them by the college
- Manage their private affairs in a manner consistent with the dignity of the profession
- Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition

- Co-operate in the formulation of policies of the institution by accepting various positions and discharge responsibilities which such positions may demand
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- Refrain from asking office staff / peons to help them with their personal work
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Adhere to the terms of contract
- Give and expect due notice before a change of position takes place
- 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.