



## CODE OF CONDUCT FOR TEACHERS

The college has created a code of conduct for teachers too, which is conveyed to them by their respective Heads of the Department. The teachers are expected to follow the code for themselves thereby creating a positive environment for students as well. There are also certain regulations and control mechanisms for enforcing the code of conduct.

- A teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration /Governing body of the College and the University.
- A teacher shall have a freedom of thought and expression. He/She shall not misuse the facilities or forum of the College/ University.
- A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
- A teacher shall not make use of resources and/or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
- A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
- A teacher shall not conduct /participate in private coaching classes directly or indirectly. He/She shall not accept private tuitions.
- A teacher shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.
- A teacher shall not furnish incorrect information regarding his qualifications, age, etc. in respect of his appointment/promotion.
- Teacher's behaviour and professional conduct must set a good example to all students .
- Teachers should avoid using inappropriate or offensive language
- Do not use Social Media such as Facebook and Twitter for inappropriate contact with children, and liking their pages etc. is not permitted. Please keep your own Social Media identity as locked down as possible, so that children at the college cannot find out inappropriate information about you and your family.
- Teacher may not use your own vehicle to transport students without the college being informed and the correct insurance being in place. Teacher may not engage in an inappropriate relationship with a student as this would be a clear breach of trust. Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable.
- During examination duty, teachers should take rounds in the classroom. Mobile phones are not allowed during examination duties.



- A teacher should seek to make continuous professional growth through study and research
- A teacher should maintain active membership in professional organization and strive to improve education and profession through them.
- A teacher should discourage or not indulge in plagiarism or other unethical behaviour in teaching and research.
- A teacher should participate in extension, co-curricular and extracurricular activities including the community services.



*H. Prakash*  
PRINCIPAL



Saket Gyanpeeth's  
**SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE**

( Un - Aided, Hindi Linguistic Minority College )

(NAAC Accredited "B" Grade)  
(Affiliated to University of Mumbai )

## DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS

1. All students who have taken admission in the college must wear their valid college Identity Card whenever in college or representing the college at any other place. Identity card is subject to inspection any day by the Principal or Teaching and Non Teaching Staff. Students must carry with them their Identity Card while in the campus and should produce it as and when demanded for checking. Identity card should be carefully preserved and the holder of the identity card will be held responsible for its misuse. In case of loss of Identity card, a duplicate must be obtained by paying the prescribed charges and fulfilling the necessary formalities.
2. Students should read the notices on the Notice Boards regularly.
3. Students should submit applications for scholarships/freeships etc. as also the Enrollment form (for first year degree students) on time as per the Notices issued.
4. During the conduct of lectures, students should not loiter in and around the college premises.
5. In case of any problem, personal or academic, students should report to the Prof-in-charge of their respective classes, Junior College Supervisor or the Vice-Principals, who will help them, solve their problems.
6. **Students are directed not to bring any outsider to the college premises.**
7. Students should not collect any fund from students or from outsiders without the written permission of the Principal.
8. Students shall not organize on their own picnics, excursion, trips etc. without prior written permission of the Principal.
9. **Use of mobile phones is strictly prohibited in college premises. Any violation will be treated as Misconduct and the student will be fined Rs. 250/-**
10. **Ragging Prohibited:** Government of Maharashtra has notified Ragging as a cognizable offence. Any one reported to be involved in any form of ragging, will be severely dealt with. Therefore, students are required to restrain from indulging in any form of ragging.
11. Students must maintain silence in the classes, Library, Reading Room, Office, Laboratories and the corridors. When they are free they should make use of the college library and must not loiter about on the college premises or assemble in the corridor. Loud conversation and shouting should be avoided.
12. Absence in any lecture in a day will lead to losing the attendance for the whole day. Minimum 75% attendance and satisfactory progress in studies are the essential requirements for students to eligible to appear for University examinations.
13. **Students should clear all dues before the end of each term.**
14. Students should attend their lectures in the division allotted to them and not in any other class or division.



15. Students should deposit any lost property found by them with the college office. Owners of lost property should claim the same from the office counter the very next day.
16. Students should take care of college property and help in keeping the college campus neat and clean. Any damage to the college property shall be paid by the student.
17. **Smoking, chewing Gutka, Tobacco, chewing gums is strictly prohibited in the college campus, including the canteen. Any student found violating these regulations shall be dealt with severely.**
18. **Use of two/four wheelers by student is prohibited in the campus.** The management and college authorities are not responsible for any loss or damage of the vehicles.
19. Student found indulging in unfair means in examination will be dealt with strictness as per the university rules and regulations.
20. Photography in the campus is prohibited; useless prior permission of the principal must be obtained.
21. Minimum water utilization by the students is expected in the campus.
22. For minimum energy consumption all electricity points must be switched off when not in use.
23. **The students should follow a proper dress code. Short, off shoulders, sleeveless, deep cut dresses should be strictly avoided by girl students. Three fourth length or shorts should be avoided by boy students.**
24. Use of Mobile phones, ipods, earphones, Mp3 player, headphones etc. in the college premises is strictly prohibited. If the student is found using any of the above mentioned electronic equipment in the college premises, the same (in case of mobile phone, with SIM card. Memory card) will be confiscated and the student will be punished for non adherence of code of conduct.
25. Every day the gate will be closed by 8.00 A.M and will be again open at 9.40A.M.



*[Handwritten signature]*  
PRINCIPAL