

**SVKM'S  
NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS  
(AUTONOMOUS)**

**PRESCRIBED CODE OF CONDUCT**

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**CODE OF CONDUCT FOR TEACHERS**

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**I. TEACHERS AND THEIR RESPONSIBILITIES:**

Individuals who choose teaching as a profession take on the responsibility to align their behavior with the principles of the profession. A teacher is constantly under the scrutiny of both students and society in general. Consequently, it is imperative for every teacher to ensure that there is harmony between his/her teachings and actions. The educational ideals established at the national level, which the teacher endeavors to instill in students, should reflect his/her own ideals. The profession demands the teacher to possess a calm, patient, and communicative temperament, coupled with an amiable disposition.

Teacher should:

- (i) Uphold a responsible standard of behavior and attitude in line with community expectations;
- (ii) Manage their personal affairs in a manner consistent with the dignity of the teaching profession;
- (iii) Pursue continuous professional growth through ongoing study and research;
- (iv) Express their opinions freely and openly by actively participating in professional gatherings such as meetings, seminars, and conferences, contributing to the expansion of knowledge;
- (v) Maintain active membership of professional organizations, and strive to enhance education and the teaching profession through active engagement;
- (vi) Perform 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;
- (ix) Cooperate and contribute to functions related to the educational responsibilities of the college and university, including assessing applications for admission, providing advice and counseling to students, and assisting in the organization and conduct of university and college examinations, including supervision, invigilation, and evaluation;
- (x) Participate in extension activities, co-curricular and extra-curricular activities, including community service.



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## II. TEACHERS AND STUDENTS:

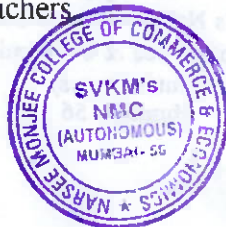
Teachers should:

- (i) Allow students the freedom to express their opinions while respecting their rights and dignity;
- (ii) Deal justly and impartially with students, irrespective of their religion, caste, sex, political beliefs, economic status, social standing, or physical condition;
- (iii) Acknowledge variations in aptitude and capabilities among students, striving to address their individual needs;
- (iv) Foster a scientific, progressive, and rational outlook among students, instilling respect for physical labor, ideals of democracy, patriotism, and peace;
- (v) Display affection toward students and avoid behaving vindictively for any reason;
- (vi) Assist students in developing an understanding of the nation's heritage and goals;
- (vii) Refrain from inciting students against each other, colleagues, or the administration;
- (viii) Focus solely on the academic achievements of students in the assessment of merit;
- (ix) Motivate students to enhance their achievements, develop their personalities, and contribute to the welfare of the community;
- (x) Make oneself available to students beyond regular class hours, offering help and guidance without expecting remuneration or reward.

## III. TEACHERS AND COLLEAGUES:

Teachers should:

- (i) Adopt a golden rule approach by treating fellow professionals as one would like to be treated themselves;
- (ii) Conduct conversations about fellow teachers with respect, and actively contribute to their professional growth;
- (iii) Avoid making unsupported accusations against colleagues when reporting to higher authorities, ensuring that concerns are based on solid evidence;
- (iv) Engage in a consistently social and humane, democratic, and rational approach when interacting with fellow teachers



#### IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Adhere to existing rules and employ procedures consistent with the profession when initiating changes through institutional bodies or professional organizations for the benefit of professional interests;
- (ii) Avoid additional employment, including private tuitions and coaching classes, that may interfere with professional responsibilities;
- (iii) Participate in formulating institutional policies by accepting various offices and fulfilling responsibilities associated with those roles;
- (iv) Collaborate with authorities for institutional improvement while respecting professional dignity and interests;
- (v) Abide by the conditions outlined in contracts;
- (vi) Provide and expect due notice before making a change of position;
- (vii) Refrain from taking leave unless absolutely necessary, and, when needed, give prior intimation, considering the responsibility for completing the academic schedule.

#### V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

- (i) Regard non-teaching staff as colleagues and equal partners in a collaborative effort within every educational institution;
- (ii) Actively contribute to the functioning of joint staff councils that encompass both teaching and non-teaching staff.

#### VI. TEACHERS AND GUARDIANS:

Teachers should:

- (i) Try to see through teachers' bodies and organisations, 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.

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## VII. TEACHERS AND SOCIETY:

Teachers should:

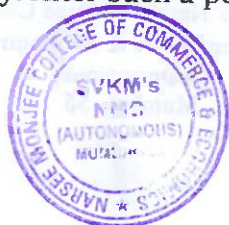
- (i) Acknowledge education as a public service and strive to inform the public about the provided educational programs;
- (ii) Work towards enhancing education in the community and strengthening its moral and intellectual aspects;
- (iii) Stay informed about social problems and engage in activities that contribute to societal progress and the nation's well-being;
- (iv) Fulfill the duties of citizenship, actively participate in community activities, and take on responsibilities in public offices;
- (v) Refrain from participating in or supporting activities that promote hatred or enmity among different communities, religions, or linguistic groups. Actively promote national integration.

Source: © University Grants Commission

## CODE OF CONDUCT FOR NON- TEACHING STAFF

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- (1) The employee of the University or the College shall be at the disposal of the University or College for full-time and shall serve in such capacity and at such place as he may, from time to time, be so directed.
- (2) The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence and control, he has been placed, for the time being.
- (3) The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the University or the College as the case may be. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- (4) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University or the College, as the case may be.
- (5) No employee shall in the, discharge of the Official duties deal with any matter relating to award of any contract in favor of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain



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himself from extending any undue advantage or benefit to such Company, firm or body as the case may be.

(6) (a) The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the University or the College or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.

(b) The employee shall not contribute to the Press any matter connected with the University or the College without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document, paper or information, which may have come in his possession in his Official capacity. He shall also not try to obtain in unauthorized manner, any information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.

(c) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the University or College or being the University or the College in disrepute.

(7) 1. Subject to the provisions of this rule, an employee may, with previous intimation to the Management in writing, contest elections to the University Senate in accordance with the provisions laid down in the respective Non-Agricultural University Acts.

2. Subject to the provisions of this rule, an employee may, with previous permission of the Management in writing, contest elections to public offices other than those mentioned in sub-rule (1) at the local, District, State or National level.

3. The Permanent employee shall, immediately after filing the nomination form for contesting such elections and the same being declared as valid, proceed on leave due and admissible to him, and if there is no leave to his credit, he shall proceed on extraordinary leave, and shall continue to be on leave till the declaration of the election results –

Provided that, the Management may require a temporary employee contesting such elections to resign his post even during the election campaign, if in the opinion of the Management the election campaign is likely to adversely affect the duties of the employee.

4. The employee contesting such an election shall not involve the Management, employees or students of the institution in which he is employed, in the election campaign.

5. (a) In the event of his being elected the permanent employee shall apply for further extension of leave due and admissible to him and if there is no leave to his credit, the extraordinary leave for the period for which he is likely to continue to hold the office shall be granted by the Management in relaxation of the limit prescribed in sub-rule (2) of rule 35.

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(b) In case, however, if the sessions or meetings of the public office are held at intervals he may be allowed to avail of leave due and admissible to him or as the case may be, the extraordinary leave, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend the school during the remaining periods.

(c) The period of extraordinary leave availed of for the purpose, shall be counted for purposes of annual increments.

6. (a) In the event of permanent employee who becomes an officer bearer such as Chairman, President, Vice-President, Secretary, Joint Secretary etc. which requirements full-time attendance or long-time absence from normal duties, then, he shall apply for keeping his lien on the post which he had held, and shall be granted by the Management.

(b) In the case of temporary employee who is on leave till the declaration of election results, and in the event of his being elected he shall resign the post he had held immediately on his election to the public office.

(7) Provision of sub-rules (3), (4) and (5) shall mutatis mutandis also apply to the permanent employees elected to public offices being further elected on the University Senate.

(8) The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize the policy or action of the Competent Authority.

Provided that the employees may give evidence at -

(a) An inquiry before an authority appointed by the Competent Authority

(b) A judicial inquiry or

(c) A departmental inquiry ordered by the Competent Authority.

(9) The employee without the express sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.

(10) The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the University or College.

Provided, that the collection of monthly subscription of membership at the rate prescribed, collected by the office bearer of the employee's Union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realization of other contribution for his purpose.

Explanation 1 - The expression "gift" include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealing with the employee.



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Explanation 2 – The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations, or any similar bodies.

(11) The employee shall not accept, solicit, or seek except with the previous sanction of the Competent Authority any outside office, stipendiary or honorary work. He shall not engage in any trade or business or canvas in support of in any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit Society.

Every employee shall report to the Competent Authority if any member or his family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the University or College:

Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary or artistic or scientific in character, including T. V./Radio talk without affecting his official duties.

(12) The employee shall not apply for job, post or scholarship without the previous knowledge of the Competent Authority.

(13) The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit:

Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his own physical state was unable to convey that cause of his absence.

(14) The employees shall not bid either directly or indirectly, at any auction of any University or College property nor shall he submit any tender for any supply to the University or College.

(15) The employee shall not, by writing, speech or deed, or otherwise. Indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities or other grounds.

(16) The employee shall not enter upon a course of studies or appear for any examination by university or other bodies without the previous permission of the Competent Authority.

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Source: Standard Code Rules Handbook, 1984 (A ready reference for Non-Teaching Employees Service Conditions)

## **CODE OF CONDUCT FOR DIRECTOR PHYSICAL EDUCATION AND SPORTS / LIBRARIAN**

### **Director Physical Education and Sports / Librarian 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 service;
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

Source: © University Grants Commission

## **CODE OF CONDUCT FOR ADMINISTRATORS**

### **COLLEGE PRINCIPAL should**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization 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;



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- (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 behavior in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

Source: © University Grants Commission



Heena Bhuvra

Vice Principal &  
Chairperson Discipline Committee



Dr. Parag Ajagaonkar

Principal