



SADHUBELLA EDUCATION SOCIETY'S
(Minority Institute)
J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar-421001

MONITORING COMMITTEE

Sr. No	Name of the Staff
1	Dr. Vasant P. Mali - Chairperson
2	Ms. Neetu C. Purswani - Secretary
3	Mr. Rajesh Kumar Singh – Member
4	Mrs. Supriya S. Salvee - Member
5	Mrs. Smita D. Chawak – Member
6	Mrs. Sharmila D. Karve – Member



W. Mali

PRINCIPAL

J. Watumull Sadhubella Girls College
Ulhasnagar-421001



Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

Code of Conduct for Students

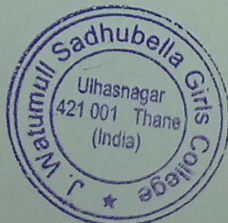
1. Students must maintain discipline within college premises.
2. Student must attend lectures, tutorials, examinations, etc.
3. Students must produce the College Identity Card at the gate everyday failing which they will be denied entry.
4. The conduct of the students in the classes and in the premises of the college shall be such as it should cause no disturbance to teachers, fellow students of other classes.
5. Students must maintain decent and cordial relationship with the faculty and staff and amongst themselves.
6. RAGGING IN ANY FORM IS STRICTLY PROHIBITED. Disciplinary action will be taken against those who violate this rule.
7. All programs organized on the college premises must be held in presence of teaching staff members and with the prior permission of the principal.
8. Stealing, misusing, destroying, defacing or damage College property or using any college property or facility without authorization.
9. Students are not allowed to communicate any information about college matters to press.
10. Matters are not covered will be decided at the discretion of the principal.

Sd/-

Dr. Vasant Pandit Mali
Principal

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Ulhasnagar-421 001



Code of Conduct for Parents:-

When the institution grants admission to a child, the parents become eligible for the membership of Parent Teachers Association (PTA). Though this association is not registered, it has its constitution giving all details of membership, objectives, functions, activities etc. The constitution also includes the code of conduct for the parents. Following are the details of code of conduct:

1. Every parent should become the member of Parent Teachers Association (PTA).
2. When the admission of the child takes place, the parents should accompany the child.
3. The parents are required to fill a specific form giving all details with two photographs (Mother/Father) or one photo of the guardian.
4. They should remain present for the meeting called by the association/ college.
5. They should carefully listen the advice of the teacher and act accordingly.
6. They should pay annual subscription (if any) every year.
7. Whenever they visit the college they should wear identity card and show the same to the concerned person at the gate.
8. They should wear formal dress whenever they visit the college (Pant and Shirt/ Salvar or Saree)
9. They should be polite with the teachers and other employees of the college.
10. Whenever they visit the college they should bring the progress card of their ward.
11. They should not bring gifts/ sweets/ flowers to offer the same to the teachers or college employees. Student's progress itself is a gift for the teachers.
12. They should keep a copy of the college prospectus to know the college timings, rules of discipline, fee structure, courses offered, rules of attendance etc.
13. They should refer the notice board specifically meant for parents and guardians.



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14. They may take membership of the college library for referring books, news papers etc.
15. They are required to maintain perfect discipline inside the campus.
16. They should attend the workshop/training programme arranged by the college.
17. Their presence is required in the annual get together of the parents and participates in different activities.
18. They should have the copy of lecture time table, academic calendar, exam schedule etc to monitor the student's progress.
19. They should give feedback on various matters as and when asked for to enhance the all round progress of the learners.



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J. Watumull Sadhubella Girls College
Ulhasnagar-421 001



Affiliated to the University of Mumbai
Sadhubella Education Society

Minority Institution
Estd. 1994

**J. WATUMULL SADHUBELLA GIRLS
COLLEGE OF COMMERCE**

Undergraduate and Postgraduate

**CODE OF CONDUCT FOR THE
TEACHERS**



CODED OF CONDUCTOR FOR TEACHERS

Indian culture has always viewed education and related institutions as Temples of Learning. Education is a lifelong process by which people learn new ways of action and thought. It encourages changes or behavior which aim at improving the human conditions. Education plays a vital role in introducing the culture of the society among the students. It also makes students to learn about the importance of heritage, people and community; giving rise to a sense of responsibility. Education is a process by which the society, through schools and colleges, deliberately transmits its cultural heritage.

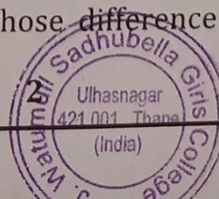
Teaching is one of the most noble profession. It is a career which not only helps a learner to gain knowledge about various subjects and domains, but also helps the learner to recognize their strengths and weaknesses, helping him/her to become a better human being. This profession is a mother of all the occupations and teachers have been respected in all societies in India.

India has a deep rooted history as far as field of education is concerned and has contributed greatly to enhance the talents and skills of the people.

The contribution which the teaching profession makes to society is significant.

Whoever accepts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of the students and society at large.

Therefore, every teacher should see that there is no incompatibility between his / her percepts and practice. The national ideals of education which have already been set forth and which he / she seeks to inculcate among students must be his / her own ideals. Teacher should be caring, fair and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality and specific needs of students, and promote their holistic development. He should be committed to equality and inclusion and to respecting and accommodating diversity including those difference arising from gender, civil



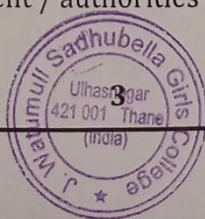
status, family status, sexual orientation, religion, age, disability, race, ethnicity etc.

A teacher should take pride in having joined the teaching profession and under no circumstances should express his / her disregard for the profession by repenting his / her decision.

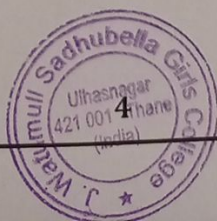
University Grants Commission prescribed measures including Code of Professional Ethics for teachers. However, in spite of the expectation of the voluntary observance of the code, some cases of violation or partial adherence to it are likely to occur. Therefore, in order to ensure that all members of the profession follow the ethical principles enshrined in the code of professional ethics, University of Mumbai prepared this Code of Conduct for University and College teachers under its jurisdiction and some additions have been made by this institution.

This code of conduct for teachers will enhance and deepen the confidence and trust that society places in teachers. The following shall be the rules governing the code of conduct for teachers :

1. A teacher shall comply with the provisions of the Act, Government Resolutions, Statues, Ordinance, Regulations, Rules, Circulars and other directions issued there under from time to time by the University and the Central and the State Government.
2. A teacher shall not in the course of his/ her duties disobey, disregard or willfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Head / Management / University. A teacher shall, however, have the right to express his / her difference with the policies and decisions of the institutions / management / authorities and officers of the University.



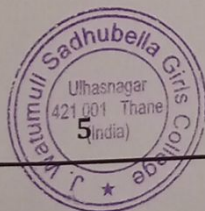
3. A teacher shall not commit acts of insubordination or defog lawful orders.
4. Every teacher shall at all times maintain absolute integrity and devotion to duty.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service or the University or the College, as the case may be, and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
6. It shall be incumbent on every teacher to perform the academic duties such a preparation of lectures, class lecturing, tutorials, assignments, demonstrations, group discussions, library assignments, guidance, supervisor etc. A teacher shall engage classes regularly and punctual and impart lessons and instructions, do such internal external assessment / examinations evaluation as the Head of the Institution shall allot to him / her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
7. A teacher shall report to the duty regularly and punctually.
8. A teacher shall sign the attendance register on arrival and also before leaving the campus after the working hours. A Head of the Institution shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the Head.
9. A Head of the institution shall keep record of attendance of the teachers working in his institution. Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
10. A teacher shall devote the requisite number of teaching hours as assigned by the Head of the Institution according to the teaching work load.



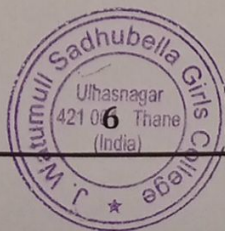
11. A teacher shall not neglect correcting practical records, class work or home-work done by the students.
12. A teacher while being present in the institution shall not, absent himself / herself (except with the previous permission of the Principal) from classes which he is required to conduct.
13. A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of institution to do so,
14. A teacher shall not leave the institution during working hours without the permission of the Head of the Institution. A teacher leaving the institution for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency.
15. A teacher shall not remain absent from the institution without leave application previous permission of the Head of the Institution / Management / University.

Provided that where such absent without leave application the previous permission, is due to reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.

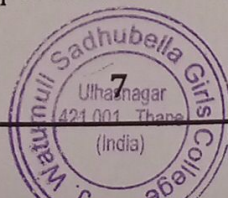
16. A teacher shall report for any additional duty assigned by the Head of Institution / Management / University, whether before or after the working hours.
17. A teacher shall do all work connected with extra curricular and co-curricular activities assigned to him/ her from time to time by the Head of the Institution / Management / University.



18. A teacher shall perform his academic duties and work related to examinations as assigned. It shall also be obligatory for a teacher to do all work connected with examinations such as, paper setting, assessment and reassessment of answer books including moderation, preparing results, invigilation, supervisor / superintendent of examination centre, working as a member of team of squad / observer, coding – decoding of answer books, co-ordinating of answer books, co-ordinating work of Central assessment etc. assigned to him by the University or by the Head of the Institution now poof. It shall be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties.
19. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student/s on any grounds.
20. A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching / examinations / administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.
21. A teacher shall not discriminate against any student on political grounds or for reasons of caste, creed, sect, religion, sex, nationality or languages or for reasons of personal nature.
22. A teacher shall not practice or incite any student to practice casteism, communalism or untouchability :
23. A teacher shall not use his position to spread their political, religious or other ideologies among student/s, teachers, employee/s.
24. A teacher shall not propagate through his/her teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.



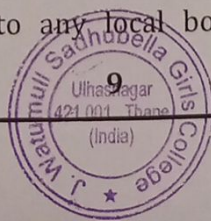
25. A teacher shall not behave or encourage or incite student/s, teacher/s or employee/s to behave in a rowdy or disorderly manner in the institution premises;
26. A teacher shall not cause or incite any other person to cause any damage to the institution property;
27. A teacher shall not incite students or teachers against other students or teachers, colleagues or administration / governing body of the College and the university, This does not interfere with the right of a teacher to express his opinion on principles in seminars etc.
28. A teacher shall help the Head of the Institution to enforce and maintain discipline amongst the students.
29. A teacher shall work in the best interest of students and of University / Institution.
30. A teacher shall not subject a student to or encourage other students to subject a student to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.
31. A teacher shall not do anything that shall suggest or create the impression that a student is more favoured than any other student.
32. A teacher shall serve as a role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and in general.
33. A teacher shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
34. A teacher shall attend the flag hoisting ceremony on Independence and Republic day and functions organized by the University / Institutions on other days of national importance.



35. A teacher shall not misbehave with students or their present / guardians/ teachers / other employees of the institution.
36. A teacher shall not use abusive language, quarrel or display riotous behavior.
37. A teacher shall not make false accusations against the Head of the Institution / Management or authorities of the University / College or employees / students whether after being provoked or otherwise .
38. A teacher shall refrain from lodging unsubstantiated allegations against colleagues and higher authorities.
39. A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and / or colleagues and / or employee/s or any person at his / her work place.
40. A teacher shall not engage in any other gainful economic activity at the work place. A teacher shall not engage himself in any private tuition for which a fee / remuneration is charged either within or outside the premises of the Institution in which he / she is working.
41. A teacher shall not prepare or publish any book commonly known as keys / guides.
42. A teacher shall not engage himself as a selling agent or canvasser for any publish firm or trader.
43. A teacher shall not furnish incorrect information regarding his qualifications, experience, age etc. in respect of his appointment / promotion.
44. A teacher shall not raise questions of caste, creed, religion, race or sex in his relationship with his colleagues, or try to use the above considerations for improvement of his prospects.



45. No teacher shall drink alcohol while on duty or be found drunk during working hours. He / She shall not be under the influence of any intoxicating drink or drug during the course of his duty.
46. A teacher shall not smoke in the classroom during working hours or in any place within the campus of the Institution / University.
47. A teacher shall not except in accordance with any general or special order of the University or the Institution, as the case may be, or in the performance in good faith or duties assigned to him / her divulge or communicate directly / indirectly any official document / privileged or classified other information whatsoever to any teacher or to any other person to whom he / she is not authorized to divulge or communicate such documents or information.
48. A teacher shall not misappropriate institution's property, or commit acts of theft, fraud or embezzlement of funds.
49. A teacher shall submit report of the project /activity undertaken by him / her along with statement of accounts (with all vouchers) to the sponsoring agency within a stipulated time.
50. A teacher shall not obstruct staff of the institution from performing their lawful duties.
51. A teacher shall not take active part in politics so as to cause interference in the discharge of his duties, shall not in any manner associate himself / herself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the Institution / University. But a teacher can become, or continue to be, a member of any literary, scientific or professional organization.
52. A teacher shall not without previous intimation to the Vice-Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the State or

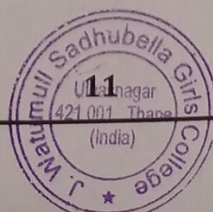


Parliament. Nor shall he / she in any manner force his / her subordinates students against their will for the canvassing of his / her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his / her being elected or nominated he / she shall, if so, required by the University or the Institution, remain on leave with or without pay as may be admissible to him / her under the rules for the period he / she remains a member of such local body, Legislature or Parliament. The University or the Institution, as the case may be direct a teacher who has been elected or nominated to any local body, Legislature or Parliament to apply for leave for the whole or part of the period and the teacher shall comply accordingly; provided that the granting of any leave to a teacher nominated to any local body, Legislature or Parliament shall not prejudice his / her right to promotion, increments or other benefits, if any, to which he / she would have been entitled had he / she not proceeded on leave.

53. A teacher shall not contest any election of Banks / Societies / Sports or Socio-Cultural Associations without previous intimation to the Head of the Institution / Management / University.
54. A teacher shall not approach court of law regarding any matter related with his / her service / employment without exhausting available remedies and without giving proper intimation to the Head / Management / University.
55. A teacher shall not misuse or carelessly use amenities provided to him / her by the University or the Institution to facilitate the discharge of his / her duties. A teacher shall not make use of the resources and / or facilities of the institution / university / management for personal, commercial, political or villainous purposes.
56. A teacher has academic freedom which entitles him to criticize ideas and methods but he shall not defame others.



57. A teacher shall not behave rudely and aggressively with other staff members, students, superiors.
58. A teacher who supervises other staff have special responsibility to treat their staff fairly and honestly. He /She shall make available, development and training opportunities, without patronage, favoritism or unfair discrimination.
59. A teacher shall not participate in decisions to the appointment of a relative or a family member.
60. A teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any student or his parent / guardian or any person with whom he has come into contract by virtue of his position in the institution, in order to do any kind of favour to the student / any person.
61. A teacher shall take paid outside consultative work only in accordance with institution/ university's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research and administrative duties.
62. A teacher shall not join or continue to be a member of an association, the objects and activities of which are prejudicial to the interest of the Institution / University as the case may be, or the sovereignty and integrity of India or public order or morality. Provided that a teacher may become a member of the Association of teachers as may be approved by the University according to rules.
63. A teacher shall not give unauthorized interviews or releases to electronic or print media. He shall not use the electronic / print media with malafide intention of defaming the institution / university.
64. A teacher shall not in any radio broadcast or in any document published anonymously or in his own name person or in any communication to the

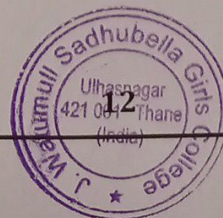


press or in the name of any other any public utterance make any statement or express an opinion.

- i] Which is in the nature of character assassination, reflection on the personal life of his superiors / colleagues,
- ii] Which is in the nature of criticism of individual.

Provided that nothing in this rule shall apply to any statement made or views expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.

- 65. A teacher shall not, except with the previous sanction of the Vice - Chancellor or the authorities of the institution, as the case may be engage directly or indirectly in any trade or business or under any other employment.
- 66. A teacher shall not bring or attempt any influence to bear upon any question in respect of matters pertaining to his service / appointment.
- 67. A teacher shall not involve himself / herself in any act that is likely to bring the teaching profession into disrepute. It shall therefore be the responsibility of every teacher to preserve the dignity, honour and integrity.
- 68. Teacher shall not refuse to accept the workload assigned to him as per rules and shall accept subject allotment, class allotment and other work assigned to him as per rules. Teacher shall not refuse to accept / acknowledge any written communication issued by the Head of the Institution under rules.
- 69. A teacher shall not refuse to accept the duty pertaining to extension activities like NCC, NSS, DLLE etc.



70. Teacher should not take loan / give security against any loan taken by a third party on the strength of salary slip / employment without the permission of the Head of the Institution .
71. Teacher should extend his / her services as and when required by the Election Officer under people Representation Act.
72. Teacher shall cast his vote and refrain from remaining absent / go out leaving the headquarters during election period.
73. Notwithstanding anything herein before contained, bona fide criticism or expression of opinion by any teacher shall not constitute misconduct.

Code of Professional Ethics

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 constantly under the scrutiny of the students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her 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 temperament and amiable in disposition.

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.



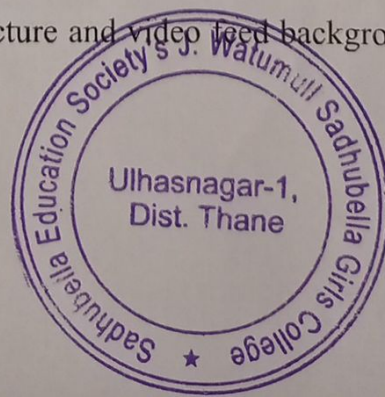


SADHUBELLA EDUCATION SOCIETY'S
(Minority Institute)
J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar-421001

Virtual Learning Code of Conduct

Acceptable and expected behaviour

- Students are expected to be respectful of the online classroom environment with suggested dress similar to regular academic classes.
- Keep your image “live” during class sessions. It is important to make eye contact into your camera to demonstrate your commitment to learning to your classmates and teacher.
- Microphones are almost always on. Remember that your classmates and teacher can hear noises in your environment such as dogs barking, family member conversations, TV sounds, whispering, chewing, sneezing, and tapping your pen or pencil, etc. so please keep distractions to a minimum or mute your microphone. It is preferable that you find a quiet place in your home to isolate and be free from distraction.
- During periods of synchronous online classes, it is required that you be live on camera the entire time that the class is in session. Instructors will be cognizant of your presence and are required to maintain an ongoing record of your adherence to this policy.
- Avoid side conversations and multitasking.
- Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. Students must communicate with teachers in complete sentences.
- Students must use a profile picture and video feed background that is appropriate for an educational environment.



- Be on time for all Virtual Classes.
- Be courteous and polite at all times especially in electronic mail exchanges
- Complete all assignments and work in a timely and thorough manner.
- Obey directions from teaching and administrative staff

Unacceptable behaviour

- Threaten or intimidate others
- Create a disturbance with interrupts or disquiets the proceedings of
- Share login credentials with anyone else
- Use anyone else's login account
- Students are prohibited from sharing or posting videos (synchronous and/or asynchronous), pictures, or copies of either student-generated or teacher work on social media, gaming networks, or elsewhere online.
- Misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned.
- Students should not create any disturbance which interrupts or disquiets the proceedings of the lecture.
- Students are not allowed to proxy other student's attendance.
- Students are not allowed to forward link of any lecture to a third person.

Any student that violates the code of conduct will be subjected to disciplinary action that may result in removal from the college, as well as other disciplinary or legal action.



V. Mali

Dr. Vasant Pandit Mali
Principal

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