



SHURPARAK EDUCATIONAL & MEDICAL TRUST'S
MOINUDDIN BURHAN HARRIS COLLEGE OF ARTS
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT



NAAC accredited B+ Grade • Affiliated to University of Mumbai

Nawayat Nagar, Nallasopara (West), Dist. Palghar 401203.

CODE OF CONDUCT (HANDBOOKS) FOR VARIOUS STAKEHOLDERS



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Structure of the Committee:

DESIGNATION	POSITION
Principal	Chairman
HOD	Member

Code of Conduct Committee Members:

S. No	Name of the Member	Designation & Department
1.	Dr. Mohammad Khalil Ahmad	Principal
2.	Mr. Shaikh Irshad Wajid	Head of the Department – Commerce and Arts
3.	Mrs Tawade -Khetal Elakshi A	Head of the Department – B.M.S
4.	Mrs. Shirshekar Pooja	Head of the Department- BAF
5.	Mrs. Khan Ruksar	Head of the Department – BSC-IT

Code of conduct (handbooks) for various stakeholders

Title : Principal Code of Conduct.

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
4. Maintenance of disciplines of the Institute.
5. The overall administration of the Institute and recognized Institution and their libraries.
6. Administration and supervision of curricular, co- curricular/extracurricular or extra-mural, student's welfare activates of the Institute and Recognized Institution and maintenance of records.
7. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
8. Observance of provisions of Accounts code.
9. Maintenance of Self – Assessment Reports of teachers.
10. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.
11. Recommend and forward communication to the authorities.
12. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
13. Listen to the student's ideas and set a supportive tone.
14. Be fair in his disciplinary actions for all the members of faculty, non- teaching staff and students.
15. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
16. Execute any other qualitative and quantitative work for the welfare of the institution.
17. Empower all his staff and students to reach their maximum potential.
18. Carry himself with the highest integrity and he has to exhibit outstanding and strong

leadership skills.

19. Never put his interests above the greater good of the college and has to respect the rights of all the committee members of the college.
20. Avoid careless decisions that may result in violations of law.
21. He/she should never directly lie to anyone, must never withheld vital information that he/she has to make public.
22. Refrain from inappropriate conduct and relationships with students and staff
23. He/she must not nurture any grudge against any member which may lead to animosity and anxiety in the organization.
24. The Principal should always be honest, fair, objective, supportive, protective and law abiding.
25. Chalk out a policy and plan to execute the vision and mission.
26. Promote industry institution interaction and inculcate research development activities.
27. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
28. Recommend and forward communication to the authorities.
29. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
30. Execute any other qualitative and quantitative work for the welfare of the institution.
31. Listen to the student's ideas and set a supportive tone.
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Title : Teaching Staff Code of Conduct.

- 1) Teaching, development & writing of books.
- 2) Mentoring of the students.
- 3) Interaction with other institutions, universities at state, national and international level.
- 4) Organizing seminars, workshops, conferences for Teachers & students.
- 5) Publishing papers in national & international journals.
- 6) To display notices of the activities according to the departments and committees.
- 7) To prepare mark sheet of various examinations.
- 8) To maintain discipline in the college.
- 9) To arrange for Parents Teachers meeting (PTA) of the defaulters
- 10) To prepare Blacklist of the students whose attendance is below 75%
- 11) Involvement in Curricular, co- curricular and extra curricular activities.
- 12) Any other duties assigned by the principal from time to time.
- 13) Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution
- 14) Overall supervision of the University Examinations.
- 15) No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
- 16) No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- 17) No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- 18) No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.

Title : Parents Code of Conduct.

1. Respect and model the caring ethos of our college whenever on college premises or when communicating directly with the college.
2. Understand that college staff and parents need to work together for the benefit of all
3. Seek to clarify a child's version of events with the college's view in order to bring about a peaceful solution to any issue.
4. Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
5. Approach the right member of college staff to help resolve any issues or concern. There are clear guidelines about which staff member to contact about specific issues.
6. Using loud/or offensive language, swearing, cursing, using profane language or displaying temper should not take place.
7. Damaging or destroying college property will not be entertained.8. Abusive, persistent or threatening e-mails or text/voicemail/phone messages or other written communication be ignored

Title : Non Teaching Staff Code of Conduct.

- 1) Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- 2) Non-Teaching Staff assigned to Computer Lab should keep the Labs clean.
- 3) Any Loss or damage to any article in the Library or Class Room should be reported to the HOD in writing immediately.
- 4) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- 5) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.



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