



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

NAAC Accredited & ISO 21001:2018 Certified



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 068
Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.trcac.org.in

Thakur Ramnarayan College of Arts & Commerce

Code of Conduct and Professional Ethics

A. TEACHERS

1. Teachers should adhere to a responsible pattern of conduct and demeanour expected of them by the academic community.
2. Punctuality and discipline is of utmost importance.
3. Seek professional growth through study and research.
4. Contribute to knowledge building through meaningful participation and sharing of ideas at professional meetings, seminars, conferences etc.
5. Maintain active membership of professional associations and organisations and build networks and alliances within academia.
6. Perform their duties in the form of teaching, tutorial, practical and seminar work and carry out all responsibilities assigned by the institution in matters relating to admission, invigilation and assessment.
7. Participate in co-curricular and extra – curricular activities including community service.
8. Teachers should accord dignity and respect to all students across gender, caste, class, religious and ethnic locations.
9. Respect students' rights to freely express their opinions.
10. Be just and impartial with students regardless of their religious, caste, political, economic, social locations.
11. Respect diversity within classrooms not just in terms of social locations but also in terms of capabilities and strive to meet their individual needs.
12. Encourage students to improve their academic performance and also contribute towards the community.



13. Inculcate among students a spirit of critical inquiry and the constitutional ideals of democracy, patriotism and peace; not humiliate, objectify or body shame students.
14. Be mindful of the fact that each student is different and they have different boundaries and sensitivities.
15. Treat students with kindness and compassion.
16. Teachers should conduct themselves with absolute dignity and decorum in their dealings with senior and junior colleagues and students.
17. Speak respectfully of other teachers and render assistance for professional betterment.
18. Be mindful of prejudices along caste, class, gender, ability and ethnic lines and not allow them to interfere in their discharge of duties.
19. Teachers should treat the non-teaching staff as colleagues and equal partners.
20. Teachers should help in the functioning of committees and cells comprising both teaching and the non-teaching staff.
21. Teachers should recognise that education is a public service and therefore should keep the public informed of the educational programmes which are being provided.
22. Be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole.
23. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
24. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups.
25. On-duty/Outdoor duty leave applications must be signed at least one day prior with the appropriate proof.
26. Lectures missed due to casual leaves must be compensated within 15 days without fail.
27. All teachers are expected to dress in a formal and professional manner appropriate to the academic environment. They should avoid inappropriate attire ensuring their appearance reflects the decorum of the institution.



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B. NON-TEACHING STAFF

1. All staff members employed in the Institute shall discharge their duties efficiently and diligently as per the rules and regulations laid by college.
2. All staff members should display the highest possible standards of professional behaviour.
3. Punctuality and discipline is of utmost importance.
4. Every staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every staff member should be respectful and dignified in interactions with students, teachers, parents and colleagues.
6. Staff members must refrain from any form of harassment or discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
7. All the staff are expected to dress in a formal and professional manner appropriate to the academic environment. They should avoid inappropriate attire ensuring their appearance reflects the decorum of the institution.



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C. STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled anywhere between from 07.00 a.m. to 06.00 p.m.
3. All the students are expected to be present in the class well - within time . Late coming will result in loss of attendance for the corresponding lecture.
4. Students shall rise from their seats when the teacher enters the classroom/computer laboratory and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class / lecture.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Ma'am" or "Good Afternoon Sir/Ma'am" and a " Thank you Sir/Ma'am" when the teacher leaves the classroom.
6. No student shall enter or leave the class room without the permission of the teacher concerned.
7. In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. Students shall come to the college in decent clothing preferably formals for both male and female students.
9. All the students are expected to attend all college functions in college uniform unless otherwise specified.
10. All the students shall wear their identity cards. Identity cards is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.





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11. Any dress code violation noticed within the campus will attract disciplinary actions.
12. Entry of private vehicles of students inside the campus is prohibited to encourage use of public transport for all students.
13. Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
14. For independent study, students are expected to use the library of the academic building and shall not resort to sitting in staircases or polygon areas where they could interfere with the free movement.
15. Students are encouraged to make use of the library and to involve in professional body activities or any program authorized by the college beyond class hours.
16. Access to academic buildings beyond the college timings and on holidays without prior permission from the principal will be treated as a case of indiscipline.
17. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the dustbins kept.
18. Consumption of intoxicants / psychotropic substances in any form or smoking or using tobacco etc., are strictly prohibited, involvement can lead to suspension/expulsion from college.
19. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance.
20. Carefully handle the college property such as furniture, equipment, fixtures and appliances of the college and lab. In the event of damage to the property, the responsible students will have to bear the cost of replacement/repair with fine.
21. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus or the classroom without prior permission.
22. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.





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23. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned HOD/Coordinator and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
24. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
25. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
26. Any violation of the above rules will invite a penalty in the form of corrective measure as found suitable by the Principal of the College.
27. Students are required to earn the minimum attendance of 75% in each subject or course (theory / practical) to be eligible to appear in semester end examinations or internal examinations.
28. Students having any grievance/complaint of any sort can approach the grievance redressal cell/ principal of the college.



Smita
Principal