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

Criterion 7 - Institution Values and Best Practices

Key Indicator - 7.1 - Institutional Values and Social Responsibilities

QnM 7.1.2 –

1. **The Institution has a prescribed code of conduct for Students, teachers, administrators and other staff and conducts periodic programs in this regard.**
2. **The Code of Conduct is displayed on the website**
3. **There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on the Code of Conduct are organized**

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Code of Conduct for Faculty

1. Support the Institute in maintaining conducive teaching learning and work environment through a high level of integrity, discipline, and a proactive work culture.
2. Follow the norms and standards of the Institute in order to meet the various short and long-term goals and objectives.
3. Follow ISO guidelines for contributing to various Institutional and Management processes and help in bringing amendments to further improve the processes.
4. Monitor the progress of students in academics through continuous evaluation.
5. Align activities and performances at all levels to meet the requirements of various institutional objectives and Mission, Vision and Value.
6. Evaluate self at every stage of action to minimize risks and ensure students'/ stakeholders' satisfaction.
7. Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
8. Avoid availing leave during the semester. In case of emergency, ensure proper load arrangement for smooth academic conduct.
9. Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
10. Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages.
11. Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
12. Follow proper formal dress code to inculcate appropriate dress code culture among students.
13. Support teamwork with proper communication and coordination. Adhere to timeline / deadline and compliance as per the academic calendar and instructions of HOD/ Principal from time to time.
14. Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
15. Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions.
16. Complete the Faculty Handbook on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the conduct of academics.
17. Participate actively in departmental and institutional programs to ensure their successful conduct and help to increase the brand value of the Institute.
18. Encourage and share best practices and innovations at all levels to set new standards and a benchmark for the Institute.

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19. Ensure proper and timely submission of all the documents, reports, data etc. required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
20. Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.
21. Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda.
22. Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.
23. Be cordial to parents/visitors etc. who visit the Institute and direct them to meet proper authority for getting information or documents from the Institute.
24. Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.

Principal

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Code of Conduct for Staff

1. Support the Institute by carrying out the day-to-day functioning of the office/section effectively with high integrity, discipline, and a proactive work culture.
2. Follow the norms and standards of the Institute to meet the various short and long-term goals and objectives.
3. Follow ISO guidelines for contributing to various Institutional and Management processes and help in bringing amendments to further improve the processes.
4. Be aware of the latest notifications, advancements and developments in the respective domain for further growth of the institute.
5. Provide information to students, parents and visitors regarding courses being conducted, admission/examination rules and other allied matters.
6. Align activities and performances at all levels to meet the requirements of various institutional objectives and Mission, Vision and Value.
7. Evaluate self at every stage of action to minimize risks and ensure management's/students'/ stakeholders' satisfaction.
8. Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
9. Avoid availing leave when there is important work related to the respective department/section. In case of emergency, ensure proper load arrangement.
10. Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
11. Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages.
12. Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
13. Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
14. Support teamwork with proper communication and coordination. Adhere to timeline/ deadline/various compliance and instructions given by Section In- charge/Principal from time to time.
15. Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
16. Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions.
17. Complete all documentation on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the work culture.
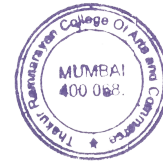
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18. Participate actively in department, section and institutional programs to ensure their successful conduct and help to increase the brand value of the Institute.

19. Encourage and share best practices and innovations at all levels to set new standards and benchmarks for the Institute.

20. Ensure proper and timely submission of all documents, reports, data etc. required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.

21. Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.

22. Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda.

23. Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.

24. Be cordial to parents/visitors etc. who visit the Institute and direct them to meet proper authority for getting information or documents from the Institute.

25. Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.

Principal

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Code of Conduct for Students

1. Report to college on time.
2. Wear an ID card compulsorily on the college campus.
3. Maintain discipline/proper decorum within Institute/classroom/laboratories/library etc.
4. Follow the rules, regulations and instructions of the Institute for all curricular, co-curricular and extra-curricular activities.
5. Follow ISO guidelines relevant to students for various academic and administrative processes.
6. Align and take part in activities of the Institute to achieve objectives and Mission, Vision and Values.
7. Be regular and punctual for theory and practical.
8. Complete all Assignments/Journal writing/Practical as per schedule.
9. Comply with all the important dates provided by the examination section without fail.
10. Adhere to timeline/deadline and compliance with instructions given for students.
11. Provide honest feedback to facilitate positive changes in the teaching/training system and help to improve its efficiency and effectiveness.
12. Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize damages.
13. Ensure proper use of equipment, hardware and software by handling them with care for a conducive work environment.
14. Follow the proper formal dress code.
15. Participate in departmental and institutional activities/programs individually and in groups to enhance your learning and also to ensure their successful conduct and help to increase the brand value of the Institute.
16. Encourage and share best practices and innovations at all levels to set new standards and benchmarks for the Institute.
17. Avoid gossip and false propaganda.
18. Do not consume alcohol, tobacco, drugs, or smoke cigarettes. These bad habits are injurious to health and hamper the progress and growth of individuals particularly in academics.
19. Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.
20. Ragging is prohibited under the Maharashtra State Act of 1999 within or outside of educational premises and any act by the participant is punishable.
21. Learn and follow the drills during an emergency/accident like fire, flood, electrical shocks etc.

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22. Read the noticeboard and visit the college website regularly for the latest updates and information.
23. Do not use cell phones within academic boundaries.
24. Be in regular touch with the mentor-faculty and bring to her/his notice any problems and to furnish information/material for Teacher Guardian Handbook.

Principal