



# SHIVAJI SHIKSHAN SANSTHA'S SCIENCE & COMMERCE COLLEGE (NIGHT)

*(Affiliated to the University of Mumbai)*

Pantanagar, Ghatkopar (East), Mumbai – 400 075.

## **STANDARD OPERATING PROCEDURES (SOP'S)**

Sr. No.	Content	Page No.
01	Quality Policy	
02	Examination Policy and Procedures	
03	Library Policy and Procedure	
04	Code of Conduct	

## **QUALITY POLICY**

We aspire to attain eminence in pedagogy, co-curricular activities and leadership qualities. We are dedicated to being responsible through self-assessment and growing continually. Moreover, we embrace yoga as a way of life.

### **Quality Initiative :**

- Our environment will support teaching, learning, academic inquiry and innovation.
- We aim at fostering good relationships, upholding sound governance practices and accountability to our stakeholders.
- It is intended that our students have richer educational experiences from co-curricular activities and develop leadership skills as well as entrepreneurship capacities.
- Our objective is to produce value-based education that prepares human resources for serving society.
- The intention of the college also aims at adopting best practices for its own improvement by institutionalizing them thus making them a part of the organization's culture with continuous improvements that are targeted towards higher standards attainment.

The College has set policies, procedures and rules in place which focus on present needs but can be modified over time depending upon future exigencies.

## EXAMINATION POLICY AND PROCEDURES

The University of Mumbai has implemented new Choice Based Credit System (CBCS) with effect from academic year 2016-17 as per UGC guidelines. Let us go through this system in details so that it becomes easier for students to understand it.:

### The 10 points grading system :

Grade	Marks	Grade Points
<b>O</b>	80 & ABOVE	10
<b>A+</b>	70-79.99	9
<b>A</b>	60-69.99	9
<b>B+</b>	55-59.99	7
<b>B</b>	50-54.99	6
<b>C</b>	45-49.99	5
<b>D</b>	40-44.99	4
<b>F</b>	Less than 40	0

### Scheme of Examination :

Faculty	Subject	Class	Internal (Marks)	Semester End (Marks)
<b>Commerce</b>	All Except FC	FY, SY	--	100
<b>Commerce</b>	FC	FY, SY	25	75
<b>B.Sc. (CS)</b>	All	FY, SY	25	75

### Passing Standard :

- For a learner to fully finish a course, they must score above 40% in all courses during the semester exams. This means that each course requires at least 40 marks out of 100 and it's necessary to get an overall grade not lower than D every semester.
- In order to successfully complete a course, the learners have to score at least 40% marks in aggregate that includes both Internal Assessment and Semester End Examination. Specifically, they need at least forty percent (e.g., ten out of twenty five) in Internal Assessment and another forty percent (i.e., thirty out of seventy five) in Semester End Examination. Additionally, a learner should secure minimum grade D for each semester passing. It is only when a student passes both the Internal Assessment and the Semester End Examination that they are considered as having passed the course.
- The results for Semester VI will be withheld until after passing Semester I, Semester II, Semester III, Semester IV and Semester V successfully.

## **CARRY FORWARD OF MARKS IN CASE A LEARNER FAILS IN THE SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS :**

- 1) For a student who has cleared the Internal Examination but failed in the Semester End Examination of a course, he/she will be required to sit for that particular examination again. However, marks scored in Internal Examination are carried forward and after passing the learner receives grade based on overall performance.
- 2) If a candidate passes the Semester End Examination but fails in the Internal Assessment of the course, they will need to reappear for this Course's Internal Examination. However, The Marks Scored in Semester End Exam shall be carried forward and pass out learners shall receive their grades basing on their overall performance. Those appearing again for the Internal Examination must submit projects worth 25 marks having project documentation and presentation being allocated 20 marks while viva voce interaction is assigned 5 marks.

## **ALLOWED TO KEEP TERMS (ATKT) :**

### **Applicable to the courses : Commerce, B.Sc. (Computer Science)**

- a. The student will be considered ATKT (Allowed To Keep Term) if they do not get at least 40% of allocated marks per category required for passing.
- b. A student can have carry forwards ranging from 0 to ten even if he has failed any number of courses in semester I.
- c. A learner will proceed to Semester III if they pass both Semester I and Semester II.

OR

A learner will fail a maximum of four courses aggregated from Semester I and Semester II; however, the learner cannot fail more than two courses in a single semester.

- d. Suppose a learners fails many courses in Semester III, a learner will be allowed to progress to Semester IV.
- e. A learner will be allowed to progress to Semester V if he or she passes Semester I, Semester II, Semester III and Semester IV.

OR

A learner must have passed Semester I and II in full, and have a status of ATKT in the second year meaning that the learner cannot fail more than two courses in Semester III and Semester IV.

OR

A learner must have passed Second Year Semester III & IV in Total and must have an ATKT status in the First Year whereby the learner did not fail more than two courses in each of Semester I & Semester II.

- f. A learner will be allowed to progress to Semester VI irrespective of the number of courses he or she has failed in Semester V.

- g. A learner can sit for the Semester VI exam but Semester VI result will be held back till the learner clears, every of the Semester I, Semester II, Semester III, Semester IV and Semester V respectively.

**ALLOWED TO KEEP TERMS (ATKT) :**

**Applicable to the course under faculty of B.Sc. (Computer Science) :**

A learner is said to have attained an ATKT if the percentage of marks attained in all the passing criteria does not exceed the 40% mark.

- a. Evaluation is based on three different parameters – theory, practical, and internal parts that have to be passed.
- b. To have passed Semester I a learner must have passed all the criterion that are associated with that semester and a learner is allowed to be promoted to Semester II no matter how many of the criterion he or she may have failed in Semester I.
- c. A learner will be allowed to proceed to Semester III if he or she has qualified Semester I and Semester II.

OR

Every learner can fail a maximum of 6 courses from either semester I OR semester II OR both but not more than 3 fails in any one semester.

- d. A learner can be admitted to Semester IV irrespective of the number of criteria she or he had failed in the Third Semester.
- e. In case a learner passes Semester I and or Semester II, Semester III, Semester IV, a learner is admitted to Semester V.

OR

In the case of Semester I and Semester II, a learner has to have passed all the courses offered for the respective semester and for the Second Year a learner should be on ATKT basis for Semester III and Semester IV but failing in no more than three courses each in Semester III and Semester IV.

OR

First, a learner must have completed Second Year Semester III and IV and passed all the courses in those semesters and Second Year Semester I and II in order to get ATKT in the First Semester with failure in no more than 3 courses in Semester I and Semester II.

- f. A learner is allowed to be promoted to Semester VI in case he/she has failed the criteria in the fifth Semester in regardless how many times. But the results of the Semester-VI shall be condoned till the time the student clears all the subjects of the Semester I, II, III, IV and V at once.

**ADDITIONAL EXAMINATION :**

**Eligibility norms to appear for the additional Semester End Examination :**

According to rule, the learner is supposed to present an application to the head of the institution within 8 days from the examination giving the rightful reasons for his/her absence accompanied by the relevant documents and testimonials as may be required.

Any learner who has been absent and has not shown up in some or all the courses offered in a semester, whichever reason it may be, be it medical related issue or athlete representing the college/university in sporting or any other extra ordinary and acceptable reason known to the Principal or Head of the Institution, is allowed to sit for the additional examination.

The learner who has failed or remained absent should not have the right to take an additional examination if the Head of the Institution, Department, or the Principal of the College concerned has set some conditions that have to be met first.

#### **Mode of Conduct of Semester End Additional Examination :**

- a. An additional examination of Semester I, II, III, and IV will be conducted for those who failed or alive in the class.
- b. The absent learner shall be permitted to sit for the examination if allowed by the head of the institution on meeting the formalities accompanied by satisfactory reasons as considered by the head of the institution.
- c. These examinations shall be administered within twenty days from the declaration of results but in no case shall the same be administered beyond forty days.
- d. For the ATKT (Allowed To Keep Term) exams, no additional examination will be held.

#### **RULES & PROCEDURE FOR PROVIDING THE PHOTOCOPIES ASSESSED ANSWER-BOOK(S) TO THE EXAMINEE AND PROCESS OF REVALUATION OF THE ANSWER BOOK(S) :**

##### **GENERAL RULES :**

1. Taking a photocopy of an answer book and applying for revaluation are two different procedures, which practically mean that the two do not have any relation with each other.
2. There was no necessity to apply separately for the photocopy of the answer book and apply for revaluation of the answer book under the same subject.
3. In revaluation, photocopy, or both, the examinee is at liberty to apply for either or both of the services without necessarily applying for the other.
4. The examinee who applies for a recheck/ revaluation should know that once they filled the revaluation application, the marks they initially obtained will be deemed as void.
5. The application should be submitted by the examinee within the stipulated time because no complaints shall be entertained as from the due date.

#### **RULES AND PROCEDURE FOR OBTAINING THE PHOTOCOPY (IES) OF ASSESSED ANSWER BOOK(S) :**

1. Since the government wants the examination system to be transparent and credible to all the concerned, the provision for photocopying the assessed and/or moderated answer books is extended to the examinees.

2. According to these rules, photocopies of answer books are allowed to be applied for theory papers of all examinations held in the current session for the college.
3. Any examinee(s) is entitled to apply to the Principal for the photocopy of the said course using the prescribed format and accompanied by the non-refundable fee as provided by the college.
4. The college will accept the prescribed application form for getting photocopies of the answer books within a period of ten (10) working days from the date of announcement of the respective examination result. Applications submitted after the due date will not be considered for any reason.
5. Any application that is not properly and fully completed in every respect, any application that contains any untruths and/or any application that is not signed properly will be rejected by return and no reasons for doing so will be necessary; the fees paid with the application and form will be retained; and no appeal of any kind will be entertained in such cases.
6. The college will in turn endeavour to produce photocopies of the answer books within twenty-five (25) working days from the date of receipt of the application(s).
7. On receipt of the photocopies, the applicant examinee shall be the only one holding them and these photocopies shall not have any other use apart from the one intended here.
8. The photocopies that were taken by the examinee are further for his/her own consumption and for reference only. As for the copies made, it becomes impossible for the examinee or any other person to challenge the quality of the assessments or the marks given to the answers contained in such copies.
9. If it is proven that the examinee has engaged in unfair practices or attempts, they may be subject to disciplinary actions including: (i) cancellation of marks in the subject, whether initially awarded or after revaluation, (ii) cancellation of aggregate result of the examination, (iii) annulment of the one or more examinations, not exceeding five examinations.
10. An examinee who has received the photocopy and found that there are mistakes like mistakes in totalling, failure to assess a question or sub-question, or improper photocopy must file a written application to the college within 7 days with working time mentioning the application to the Controller of Examinations.
11. The examinee is allowed to request for photocopies of answer books of as many subject areas as they would wish.

#### **RULES AND PROCEDURE FOR REVALUATION OF THE ANSWER BOOK(S) :**

1. If the examinee is not satisfied with the marks awarded, it has full rights to apply for the revaluation to the college. This process entails the submission of a request in a prescribed format within the stipulated time and reasonably completing the procedures thereafter.

2. The examinee can apply for the revaluation of answer book/s for as many subjects as he/she want.
3. For the revaluation, the examinee is supposed to apply in the given form along with the fee as prescribed by the college and as per the norms laid down by the college.
5. For revaluation purpose, the examinee must correctly affix his signature /thumb impression and details & marks all the checklists in the application form. This means that any attempt at providing the board with false information at any of the mentioned stages of the process will lead to the rejection of the application as soon as the detecting the anomaly. Where the Programme is cancelled by the University, no refund will be made.
6. The college does not entertain any revaluation applications which are received after the said date irrespective of any reason that may be solicited.
7. The effect of the change in original marks after revaluation shall be implemented as follows : The effect of the change in original marks after revaluation shall be implemented as follows :
  - (i) The marks obtained for revaluation have to be accepted if there is a rise or fall in the marks that were initially given for the paper.

Apart from the aforementioned conditions, the marks obtained in the revaluation will be accepted if the candidate stands to benefit passing the subject or examination or there is change of class / grade in that paper or overall result of the examination. This may include the use of grace marks with the provisions of the laws regulating ordinances or as stated by the examiners of the particular course.

- (ii) Notwithstanding anything contained in clause 24(i), the differential of the marks initially scored by the candidate in the paper exclusive of any grace marks and the marks arrived at after the revaluation shall not facilitate more than twenty-five percent (25%) of the total mark ascribed to the particular paper.

Under the second condition, if any candidate feels that there is a huge variation between the marks originally given to him/her in a particular paper and the marks after the revaluation in terms of grace marks, then the maximum of 25% of the total maximum marks of the subject will have to go for the second revaluation. The second revaluation is done by another examiner randomly chosen from the panel of examiners for that particular subject. These marks that have been given by this third examiner during the second revaluation will be the final marks, for they will replace the previous marks in the candidate's record. This policy helps in arriving at a fair assessment since it eliminates extremely large differences that may emerge when revaluing the assets.

- (iii) A second revaluation becomes necessary when a candidate's original marks differ from revaluation marks by over 25% of the paper's maximum score. A third examiner also reviews the answer book if revaluation drops a candidate below passing. The third examiner's marks stand as final in both scenarios replacing earlier scores. This approach guarantees fair assessment by tackling big gaps and key shifts in candidate performance post-revaluation.



(iv) Candidates' updated revaluation scores play a role in changing their final results.

#### **OTHER RULES :**

1. Unless directed otherwise by the Principal in unusual circumstances, further re-evaluation or revaluation of already moderated answer books is not allowed.
2. The college will make every effort to complete the whole process of revaluation within forty-five (45) working days from the date of receipt of the application for revaluation.
3. In any case, no photocopy will ever be given to the examinee whose book(s) have been revalued.
4. Pending seat availability in college and after undergoing process of revaluation, a learner may be admitted to higher class next for which they should have been eligible had they passed or given A.T.K.T (Allowed To Keep Term) for admission to next class as per rules that are applicable in their stream and faculty of education following specified norms :-
  - (i) The concerned students may be admitted to the next higher class for which they would have been eligible if they had originally passed the examination or been allowed to keep term for admission to the next class, as per their stream and faculty of education rules, provided they had originally obtained the minimum pass marks in those papers.
  - (ii) This admission will be provisional and will stand cancelled automatically on receipt of revaluation results unless such a student is declared passed in the required number of subjects that would qualify him/her for admission to the next higher class. In this respect, the fees collected by college or any part thereof should not be refunded.
5. However, if after revaluation she/he obtains passing marks in required number of subjects entitling her/him for promotion as per ordinances/regulations, then the provisional admission shall become final.
6. Pending the declaration of results of revaluation, students who have been admitted in the next higher class as described above will be allowed to take examination of that class. But their results for these examinations will not be declared if they do not pass the required number of subjects upon revaluation which is necessary for their admission to the next class. If this happens, no one will be entitled to sit for subsequent classes' exams, about how well they performed and what was got from there.

#### **GRADE AND CLASS IMPROVEMENT :**

- For a maximum period of two semesters or examinations conducted by the college, a student may apply for class improvement and grade improvement.
- The candidate should then overwrite his/her previous marks in those particular courses with new grades obtained during the retake examination.
- To him/her who wishes to undergo Grade Improvement or Class Improvement shall treat his performance as first attempt.

- The Result Gazette will read “Class/Grade Improvement” for Grade Improvement/Performance Improvement as applicable in a normal exam grade sheet in such case.

#### **UNFAIR MEANS (ORDINANCE NO. 0.5050) :**

When any student in a university college or an affiliate institution registered with it acts in a manner that is dishonest or is in breach of examination rules during the university exams, s/he shall be reported to the principal/head of the concerned college or institution by a invigilator or supervisor and investigation opened and penalties applied as per university/college regulations.

Mobile phones are not allowed and the candidate is warned not to bring it to the examination hall or use it at all. if found, it will be taken away and the student will not be given it back until an unfair means committee makes a decision.

**The designed set of the College policies, procedures and standards leans on the examination guidelines laid down by the University of Mumbai and will be amended periodically following the changes recommended / introduced by the University of Mumbai.**

# **LIBRARY POLICY AND PROCEDURE**

## **Introduction :**

The library at Shivaji Shikshan Sanstha Science & Commerce College serves as a vital resource hub, offering exclusive access to a vast array of information resources to its students. The collection encompasses a wide range of materials, including books, journals, newspapers, and more, carefully curated to support the academic curriculum. The library acts as an extension of the educational experience, providing students with the necessary tools to deepen their understanding and knowledge of their respective fields of study. It is designed to meet the teaching needs of the faculty, ensuring they have access to relevant and up-to-date resources for their lectures. Furthermore, the library offers a conducive environment for study, along with a selection of materials for educational and recreational reading, thereby promoting a well-rounded learning experience for all its users.

## **Objectives :**

To establishing a systematic process for the acquisition, circulation, accounting, and retrieval of library documents, ensuring efficient management and utilization of resources for optimal user service.

## **Library Purchases – Books :**

### **1) Approval for the books purchases :**

- Faculty members are encouraged to submit a list of recommended books to the library, ensuring the collection remains relevant and supportive of the academic curriculum, thereby enhancing the learning experience for students.
- In addition to faculty recommendations, students are also invited to suggest books for acquisition, further enriching the library's collection and catering to the diverse learning needs and interests of its users.
- Prior to acquisition, library staff thoroughly reviews all book recommendations, checking for duplicate titles within the existing collection and verifying availability to ensure the addition of relevant and unique resources.
- Upon approval of the recommended books, the Librarian signs the book order form, specifying the selected book supplier responsible for providing the requested resources, thereby initiating the procurement process.
- The Principal's sanction is obtained for the Librarian-approved purchase of recommended library books from a specified supplier.

### **2) Placing the book order and physical verification of purchased books :**

- The book order is placed with a supplier from a pre-approved list, initiating the procurement process for the recommended library books.
- Upon delivery of the ordered books, the vendor submits a challan, serving as a record of the transaction and confirming the receipt of the library materials.
- Library staff conduct a thorough physical verification and cross-check of the received books against the original order, ensuring accuracy and completeness of the delivered materials.

- The vendor submits a duplicate bill, serving as an additional copy of the transaction record, which is retained by the library for its financial and inventory records.

### **3) Technical work :**

Upon physical inspection of each book, library staff pastes a stamp after verifying the condition, ensuring all pages are present, the binding is secure, and there are no damages or printing errors; if any issues are found, the book is replaced with a new copy to maintain quality standards.

### **4) Acquisition of Books :**

- Library staff accessions the books by entering their bibliographical details and organizing them bill-wise and subject-wise to maintain an accurate and up-to-date record of the library's collection.
- Upon completion of the accessioning process, the bill is processed and routed through the Principal for submission to the administrative staff, where the account in-charge countersigns the physical register, acknowledging acceptance of the bill for payment to the supplier, thereby finalizing the transaction.
- After a two-week processing period, the book supplier collects the cheque from the accounts section.
- Following the accessioning process, library staff edit and enhance the catalog records of all acquired books by adding relevant keywords, classification numbers, and cover pages, improving searchability and facilitating easy access for library users.
- Upon completion of the editing process, book card are printed and affixed to each book, streamlining the circulation and organization of library materials.

### **5) Shelving of the books :**

- The library support staff arranges the newly entered books on the shelves according to their designated location and classification number, ensuring a systematic and organized collection for easy retrieval by library users.
- In case of return books, library staff promptly re-shelves books according to their respective class numbers, maintaining the organization and accessibility of the library's collection for all users.

### **Library policy for loss of books :**

- In the event of a lost book, the library encourages the replacement of the volume with the same edition or, if unavailable, the latest edition, to preserve the integrity and relevance of its collection.
- If the lost book cannot be found or not available anywhere in Mumbai, the library will recover the cost of the book.

### **Library Defaulter List :**

- The library conducts an annual review to compile a list of defaulters, identifying individuals with overdue or unreturned books.

- The library maintains a defaulters list annually, withholding NO DUES clearance for users with overdue or unreturned books until resolution.
- All library users are required to clear their accounts annually, ensuring all borrowed materials are returned, and any outstanding fines or fees are settled.
- The examination section is notified of any student defaulters prior to result declaration; their results are withheld until they clear library matters.

**Withdrawn Book Policy :**

- Annually, the library withdraws books deemed outdated, no longer relevant to the syllabus, damaged, or incomplete, following recommendations from Heads of Departments and respective subject faculties.
- A comprehensive list of withdrawn books is compiled and signed off by the Heads of Departments and the Principal, verifying the authenticity and necessity of the library's withdrawal decisions.
- Subsequently, the Librarian and the Principal sign the approved list of withdrawn books, and a copy is submitted to the office for record-keeping purposes.
- To finalize the withdrawal process, a "withdrawn" stamp is applied to the physical accession register, indicating the official removal of the books from the library's collection.

**The College's policies, procedures, and standards are designed to address present needs and will be periodically updated and modified to adapt to the evolving requirements of future circumstances.**

# **CODE OF CONDUCT**

## **Introduction :**

A code of conduct is a set of rules and guidelines to govern the behaviour of individuals within an organisation or institution. In a college context, different groups need different codes of conduct viz.

- a. Student
- b. Teachers
- c. Support Staff

## **A code of conduct can :**

- Shapes college culture by providing a framework of values, norms and expectations to guide behaviour and interactions within the academic community.
- Sets clear guidelines and standards for students, teachers and support staff to follow in terms of their behaviour to create a respectful, inclusive and productive learning environment.
- Students, teachers and support staff should know and live the core values and demonstrate respectful and pleasant behaviour towards each other and the wider community.
- A code of conduct outlines an organisation's values and principles, sets out rules to follow and procedures for reporting breaches. It tells employees what to do when reporting incidents and what happens if they provide false information, so that there is accountability and transparency.
- Having a code of conduct simplifies interactions and makes the working environment better for everyone, a more harmonious place.
- The code of conduct says what is acceptable and not acceptable behaviour, what to avoid and a professional and respectful environment.
- By setting clear expectations and rules a code of conduct makes life easier and decision making better for everyone in the long run.

## **CODE OF CONDUCT (FOR STUDENTS)**

- All students are required to display their identity cards while present on college premises, ensuring proper identification and adherence to security protocols.
- Students should conduct themselves in a way that fosters a positive and productive atmosphere, contributing to an optimal learning environment for all.
- Students are responsible for preserving cleanliness throughout classrooms, laboratories, and the broader campus, promoting a well-maintained and orderly learning environment.
- Students are accountable to the college authority for their actions and behavior while on college premises, ensuring adherence to established rules and guidelines.
- Disruptive actions that impede teaching, research, administrative functions, or other college proceedings are expressly forbidden, ensuring a conducive environment for learning and productivity.
- Consumption of food and beverages is restricted to specified areas, maintaining cleanliness and orderliness throughout the college premises.
- Students are expected to maintain a neat and tidy appearance and adhere to appropriate dress codes while attending college.
- Engaging in any form of unpleasant, abusive, or humiliating behavior towards newcomers is strictly forbidden.
- Ragging, along with any form of insult or abuse directed towards fellow students, is expressly forbidden on college premises.
- Students are obligated to exhibit respect for authority figures, with any form of staff abuse being strictly prohibited.
- The use of paan, paan masala, gutka, tobacco products, smoking, or consumption of any intoxicating substances is expressly forbidden on college premises.
- Engaging in activities such as playing cards, spitting, or loitering within college grounds is strictly prohibited and may result in severe punishment or disciplinary action.
- The use of cell phones during class hours is expressly forbidden unless explicitly permitted by the teacher.
- Any attempted or actual theft, damage, or vandalism of college property, property belonging to college community members, or other personal or public property on campus is deemed a punishable offense.
- Students are responsible for treating college property with care and respect. Any damage to furniture or other materials may result in penalties, suspension from the college, and financial restitution for the incurred damages.
- Engaging in anti-institutional, anti-national, anti-social, communal, immoral, or political expressions and activities within the college is strictly forbidden and subject to punishment.

- Students arriving more than 15 minutes late to lectures will not be permitted entry.
- To remain eligible for university examinations, students must maintain a minimum attendance of 75% in each subject.
- Students are expected to regularly monitor the college Notice Board and website for important updates and announcements.
- Students must refrain from any form of eve-teasing or sexual harassment directed towards fellow students, regardless of gender. Engaging in such behavior will result in punishment.
- Students caught engaging in malpractices during examinations will be subject to punishment as determined by the Principal, in accordance with university guidelines.
- Students must refrain from participating in any cybercrime activities directed towards fellow students or staff members, ensuring a safe and secure learning environment.
- For official matters, students are expected to adhere strictly to office working hours and communicate with faculty members only during designated working hours.



## **CODE OF CONDUCT (FOR TEACHER)**

- All teachers are required to comply with the directives and instructions issued by the Principal of the College, maintaining a harmonious and efficient working environment.
- Teachers are expected to sign the attendance register upon arrival, ensuring accurate and reliable attendance records for the college.
- Teachers are required to report for duty punctually, adhering to prescribed working hours, and remain available on campus unless assigned duties elsewhere.
- Teachers must fulfill their professional responsibilities in accordance with established rules and regulations, adhering to procedures and methods consistent with their profession.
- The College Authority encourages all staff members to collaborate and contribute to the development and enhancement of the institution.
- Any alterations to the class routine must be communicated to the Principal in writing.
- Teachers are expected to arrive on the college campus at least 30 minutes before the commencement of any examination for which they have been assigned duties.
- It's recommended to notify the Principal a day in advance when seeking leave.
- Treat all students fairly and without bias, irrespective of their religion, caste, gender, political beliefs, economic status, social background, or physical attributes.
- Always maintain dignity towards students and refrain from any vindictive behaviour.
- Teachers should be willing to make themselves available to students beyond regular class hours, providing guidance and support without expecting any remuneration or reward in return.
- Teachers should avoid requesting office staff or peons to assist them with personal tasks.
- Staff members are motivated to author textbooks, publish articles in esteemed journals, and present papers at seminars and conferences.

The College's policies, procedures, and standards are developed to meet current demands and will be progressively modified as needed to comply with government regulations and adapt to emerging trends

## **CODE OF CONDUCT (FOR SUPPORT STAFF)**

- Wear the identity card at all times while on the college campus.
- Being habitually late, leaving work early, being absent from the workplace, or sleeping while on duty may be considered misconduct.
- All staff members are expected to be regular and punctual.
- All staff members of the Institute are expected to perform their duties with efficiency and diligence.
- Staff members should uphold professional ethics on campus and maintain appropriate behavior with authorities, faculty, and students.
- Staff members must uphold the decorum and dignity of the office, department, and college.
- Staff members must use respectful and official language while on college campus, and should never enter the college under the influence of intoxicants.
- Smoking and the use of tobacco in any form are strictly forbidden on college premises.
- Playing digital games, watching movies, cricket matches, or TV programs during working hours is strictly prohibited.
- Staff members are also responsible for ensuring the proper use and maintenance of college equipment and furniture.
- Support staffs often have access to confidential information, such as examination matters and other staff-related matters through official records. It is expected that they maintain the confidentiality of such information.
- Support staff should never discuss official matters or issues outside of the office with any unofficial person.
- College office staff should keep their phones switched on during office hours for online queries and should not close the counter before the designated time.
- Peons should be present in their designated work area during working hours and should not sit elsewhere, as it may disrupt the smooth functioning of lectures or other administrative work.
- Support staff should not discriminate on the basis of gender, caste, or religion.
- Support staff should maintain appropriate professional boundaries with students and staff.