Shri Vile Parle Kelavani Mandal's
USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
(Affiliated to University of Mumbai)
Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (West), Mumbai – 400 056.
Tel.: 42332041/42/43/44/45/46 • Website: www.upgcm.ac.in • Email: info@upgcm.ac.in
NAAC ACCREDITED "A" GRADE WITH CGPA 3.04

--NOTICE--

Code of Conduct Monitoring Committee

Dear All,

Kindly note that a Code of Conduct for students, teachers, administrators and other staff is being published on the college website. To monitor the adherence to this Code of Conduct, a monitoring committee is formed consisting of following members:

1. **Dr Anju Kapoor**, Principal, Chairperson of the Committee
2. **Ms. Kalika Kherdikar**, Registrar, Member
3. **Dr. Navita Kulkarni**, Assistant Professor, Member
4. **Prof. Smruti Nanavaty**, Assistant Professor, Member
5. **Prof Lokesh Tardalkar**, Assistant Professor, Member
6. **Mr Abhang Deshpande**, Assistant Librarian, Member

All are requested to adhere to the Code of Conduct and assist the monitoring committee whenever required in its task.

Best Regards,

Dr. A. Kapoor
Principal

USHA PRAVIN GANDHI COLLEGE OF ARTS SCIENCE AND COMMERCE MUMBAI 400 056

USHA PRAVIN GANDHI COLLEGE OF ARTS SCIENCE AND COMMERCE MUMBAI 400056

Code of Conduct for Teachers, Administrators, Other Staff and Students

Based on the vision, mission and objectives of the college, this document provides guidelines on code of conduct for teachers/administrators and staff of the college.

A. Teaching staff members:

- Teachers should provide an innovative and quality education to students, help students in identifying their potential.
- Teachers should be good counsellors and facilitators: as mentors under mentorship program should take proper care of his/her group of students, by guiding, motivating, counselling and monitoring their attendance and performance.
- Teachers should inculcate human values, scientific outlook and concern for the environment among students and others.
- Teachers should be responsible and interact positively with parents and other stakeholders in educating the students.
- Teachers should act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
- Teachers should refrain from harassment and discrimination of student in any form.
- Teachers should encourage students to actively participate in scheme/ activities of national priorities.
- Teachers should abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.

B. Administrative staff members:

- Administrators should be honest, fair, objective, supportive, protective and law abiding.

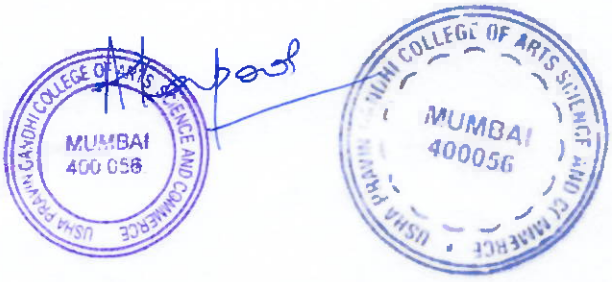
PRAVIN GANDHI COLLEGE OF ARTS SCIENCE AND COMMERCE MUMBAI 400056

PRAVIN GANDHI COLLEGE OF ARTS SCIENCE AND COMMERCE MUMBAI 400056

- Administrators should implement innovative ideas and plan to execute the vision and mission of the institution.
- Administrators should promote institution interaction and inculcate research development activities.
- Administrators should listen to staff and students' ideas and set a supportive culture.
- Administrators should ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- Administrators should be fair in his/her disciplinary actions for all the members of faculty, non- teaching staff and student.
- Administrators should recommend and forward communication to the authorities.
- Administrators should execute any other qualitative and quantitative work for the welfare of the students and institution.
- Administrators should empower all staff and students to reach their maximum potential.

C. Support staff members:

- Support staff should maintain the confidentiality of the records and other sensitive matters.
- Support staff should co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- Support staff should care for the institute's property.
- Support staff should Facilitate congenial environment and refrain from any form of discrimination.
- Support staff should not accept bribes or indulge in any corrupt practices.
- Support staff should make every effort to complete the assigned work in a time-bound manner.

D. Students

- Students must always wear their valid Identity Card issued by the College Authority. They must present it for inspection or verification whenever demanded by the College authorities and / or Security Staff. No student shall be allowed to attend lectures, practicals, tutorials etc, unless he/she has his/her Identity Card with him/her.
- Students should make use of the college library and must not loiter in the college premises whenever they have a free period.
- Students must be in their classes on time. Late comers will not be allowed to enter the class.
- Student behavior and activity should not interfere with the orderly administration and discipline of the college.
- Students are warned against communicating any information or write anything about the college to the press without the written permission of the Principal.
- Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows and fitting or breaking furniture and such other things is breach of discipline and will be punishable as such. Smoking, Tobacco-Chewing, Drugs etc. are strictly prohibited in the college premises.
- Students are expected to be dressed appropriately for lectures and maintain the decorum of the educational institution.