



**JOGESHWARI EDUCATION SOCIETY'S**  
**COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY**  
(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.  
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## POLICY FOR CODE OF CONDUCT

### (I). IN GENERAL:

#### 1. Dress code:

Everyone in the institution is required to follow decent dress code. On Mondays, Wednesdays and Fridays formals are mandatory. Indecency of any sort will strictly not be tolerated. Strict action will be taken if this code of conduct is not followed.

#### 2. Honesty:

Malpractices/cheating during test/examination or knowingly furnishing false information are prohibited and will be dealt with strictly the same time things like plagiarism are prohibited for faculty also.

#### 3. Transparent administration:

With the help of MIS online information is maintained regarding attendance of the learners and conduction of classes by teachers. Biometric attendance of staff, leave records, salary slips etc. are maintained.

#### 4. Disciplined conduct:

Any behaviour obstructing teaching, research, administration and any other proceedings or activities in the campus are liable for punishment.

#### 5. Respect for women:

Learners must take care that his/her behaviour is impeccable towards other gender. Any sort of indecent behaviour towards other gender learners and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the law.

#### 6. Prohibition of Ragging:

Ragging is conduct of an individual or a group teasing, treating or handling the fresher or any other student with rudeness either by spoken, written or any other act causing physical, mental or emotional disturbance in the affected party strict disciplinary action will be proceeded against the culprit.

#### 7. Drugs/Alcohol/ Tobacco:

Sale, distribution, manufacture, use or possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and tobacco products are also prohibited in the campus strictly.



*P. S. Chahal*

**PRINCIPAL**

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8. Position or use of firearms:

Fireworks, explosive, weapons or items of destruction are prohibited.

9. Conservation of natural resources, Energy and Environment:

Everyone is expected to be aware of these policies and conduct themselves accordingly.

10. Cleanliness:

Everyone is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

## II. STAKEHOLDERS:

### CODE OF CONDUCT FOR LEARNERS:

1. Learners play a key role in the institution. Learners are prohibited to do anything inside or outside the college that will in any way interfere with the smooth functioning of the institute or create obstacles in the progress.
2. No information of the Institution must be given by the learners to outsiders without the permission of Principal.
3. Learners are expected to take care of the college property and co-operate in keeping the premises neat and clean. Any damage to the college property is breach of discipline and will be strictly dealt with.
4. Misuse of mobile phone, tab or any digital gadget is strictly prohibited. If caught will be liable for disciplinary action.
5. Learners will be responsible for their belongings; college will not be responsible for the same. Unclaimed belongings if found should be handed over to the college office.
6. Institute is very particular with fair development and progress of all. Ragging or ill treatment of any sort behaviour, destroying the image and respect of anyone in the institute is taken very seriously. Management/Principal may take any decision within the best interest of all, and the same all must be binding to it. All are free to complain to Anti Ragging Committee and any such complaint will be taken very seriously.
7. Learners are instructed to take prior permission from the class mentors for their long absence in any respect, if not done will be treated as absent and black listed.
8. Attendance in all lectures, tutorials, tests and examinations is compulsory. As per the University norms learners need to maintain at least 75 percent attendance during lectures and tutorials. They need to maintain full attendance in tests & exams, if any learners does not maintain minimum eligibility criteria without prior intimation to class mentor, will be treated as defaulters.
9. The list of learners on the defaulter's list with less than the required attendance is put up from time to time on the notice board. Parents or guardians of the learners with very poor attendance records are informed in writing to bring in improvement in attendance. Meetings are regularly held with parents to inform them about the ward's academic and overall performance.

### CODE OF CONDUCT FOR TEACHING STAFF:

1. All staff of the institute are responsible for protecting and taking responsible steps to prevent theft or misuse of, or damage to institute assets including all kinds of physical assets movable and immovable.
2. All staff shall devote their time and their best efforts for the progress of the institute.



A handwritten signature in blue ink, appearing to read "Prakash" or similar, written over the printed name of the Principal.

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3. Staff should contribute to the vision, mission and goals of the institute through engagement of working hours.
4. Proper and courteous behaviour as part of professional, social decorum and a mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment is expected.
5. Teachers should handle the subjects assigned by the Principal and they should complete the syllabus on time.
6. Mentor-mentee system must be effectively implemented. Teachers shall Mentor the respective group of learners who are assigned to them.
7. Teachers should be good counsellor & facilitator. They should help, guide, encourage and assist the learners to ensure that the teaching - learning process is properly implemented and successful. Value based education must be their motto.
8. Teachers should maintain decorum both inside and outside the classroom and set good example to the learners.
9. Teachers should carry out other academic, co-curricular and organisational activities that may be assigned to them from time to time.
10. Teachers must report on time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
11. Principal should be intimated for reporting late or leaving early and mention the same in the register meant for that.
12. Teachers should punch biometric and also sign the attendance register while reporting for duty and also while leaving the college.
13. Prior written permission is required from the Principal at least a day in advance while availing CL or DL.
14. No teacher should involve himself/herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institute or management.
15. Time table committee must submit the Department Time Tables and individual teachers time tables to the Principal on the reporting day of each semester. If any change is required, it must be reported to the Principal in writing.
16. Teachers must to attend department, academic association meetings, seminars etc. and also college functions like sports day, college day, Independence day etc. celebrations without fail.
17. Teaching staff should encourage learners for asking doubts/questions.
18. Special care and attention must be given to the slow learners.
19. The staff should motivate learners and bring out the creativity/originality in the learners and should make themselves available for doubt clearance.
20. All the staff members are required to submit their self-evaluation report at the end of every term of the academic year in the prescribed format.
21. Every faculty member is expected to attend his/her beneficial influence in building up the personality of learners and associate himself/herself actively in such extracurricular activities.

#### **CODE OF CONDUCT FOR ACCOUNTANTS (NON-TEACHING STAFF):**

1. Accountant should prepare accounts and tax returns ensuring compliances with payment reporting and other tax requirements.
2. Accountant should establish tables of accounts and assign entries to proper accounts.
3. Accountant should report to the Principal regarding the financial status of the college at regular intervals.
4. Accountant should access accuracy, completeness and conformance to reporting and procedural standards.
5. Accountant should, examine and analyse accounting records, financial statements and other financial reports.
6. Accountant should provide all necessary accounting documents and financial statements for early account audits.



*[Handwritten Signature]*

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### **CODE OF CONDUCT FOR LIBRARIAN & LIBRARY STAFF (NONTEACHING STAFF):**

1. Check books in and out of the library, assemble and arrange display materials.
2. Review and evaluate resource material such as book reviews and catalogues.
3. Direct and train library staff in duties such as receiving, shelving, researching, cataloguing and equipment use.
4. Organise collections of books, publications, documents, audio visual aids, and other reference materials for convenient access.
5. Develop library policies and procedures.

### **CODE OF CONDUCT FOR PEONS (NON-TEACHING STAFF):**

1. Dustings of office furniture, machines, files, tables, equipment, switch on lights and fans and switch them off when not required, remove and replace covers of machines etc.
2. Opening, pasting, sorting and arranging papers circulars in accordance with the instructions of the head of the institution.
3. Carry messages, papers, registers, files, circulars etc.
4. Any other work as maybe assigned to them by the concerned faculty/Head from time to time.
5. Ensure cleanliness and hygiene in college premises and inform for any discrepancy.
6. They should be supportive, humble and dutiful.

### **CODE OF CONDUCT FOR PRINCIPAL:**

1. The Principal should plan the budgetary provisions and go through the financial audit statements of the institute.
2. The Principal has the authority to take all the necessary actions as and when required to maintain discipline in the institute.
3. The Principal should oversee and monitor the administration of the academic programmes and general administration of the institute to ensure efficiency and effectiveness in the overall administrative task and assignments.
4. The principal should form various college level committees which are necessary for the development of institute.
5. The principal should encourage faculty members to update their knowledge by attending workshops/conferences.
6. The principal should encourage faculty members to author textbooks and publish research papers in reputed International/Indian journals/magazines and periodicals.
7. The principal should build leadership, direction and co-ordination within the institute.
8. The principal is responsible for the development of academic programmes of the institute.
9. The principal should convene meetings of any of the authorities, bodies or committees, as and when required.
10. The principal should ensure the directions issued by the management are strictly complied with or as the case may be, implemented.
11. The principal should ensure that the quality in education and academic services is maintained for continuous improvement and turn the learners into better individual and responsible citizens of the country.
12. The principal should ensure that the long term and short-term development plans of the institute in the academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
13. The Principal shall be responsible for submission of an annual report on the progress achieved in different development and collaborative programmes to the various committees and management.

*P. S. Chelal*



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