



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

 **HAND BOOK OF**
CODE OF CONDUCT
2024 - 2025



शीलम् परम् भूषणम्

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CODE OF ETHICS

Introduction:

Most of the time in our lives, our desires ruin us. But the desires are not bad. Lord Krishna quotes in Bhagwat Geeta "I am those desires that holds up Dharma". Do not suppress desires rather awaken viveka i.e., power to discriminate between truth and untruth in you. To let go of desires you have to follow a certain code of conduct this is manure by which the rose of love will blossom.

OUR VALUES

1. Integrity:

All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty.

2. Accountability:

The rules and responsibilities are assigned and people are held accountable for their deeds. We feel our liability towards the society and our actions add values to the institute.

3. Responsibility:

Everybody in the institute is expected to discharge his/her duties with the responsibility.

4. Transparency:

The general records of maximum aspects of the functioning are maintained in the physical form & online also to encourage transparency.

5. Respect to everyone:

While carrying out the interactions at all levels the dignity and respect of an individual is observed.

6. Nation builder:

Institute is committed to developing the skilled manpower to serve the nation.

7. Environmental Stewardship:

Committed in practicing green technologies for the sustainable development of the nation.

CODE OF CONDUCT IN GENERAL:

1. Dress code:

Everyone in the institution is required to follow decent dress code. Monday, Wednesday and Friday everyone has to come strictly in formals only. Any sorts of vulgarity or indecency will strictly not be tolerated. Strict action will be taken if this code of conduct not followed.

2. Honesty:

Malpractices/cheating during test/examination or knowingly furnishing false information are prohibited and strictly will be dealt with at 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, other proceedings or activities in the campus are entitled for punishment.

5. Respect for women:

Learners must take care that his/her behaviour is impeccable towards opposite gender. Any unwelcome behaviour towards female 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 any conduct by a student as an individual or a group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.

7. Drugs/Alcohol/ Tobacco:

Sale, distribution, manufacture, use and 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.

8. Position or use of fire arms:

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 things and maintain the conduct accordingly.

10. Cleanliness:

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

CODE OF CONDUCT FOR LEARNERS:

1. Learners play very important role in the institution. They come to the institute for their development, they must not do such things inside or outside the college that will in any way interfere with smooth functioning of the institute.
2. No information what so ever pertaining to the college must be given by the learners outside the institution 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 gadgets 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 in the college office.
6. Institute is very particular with fair development of all. Ragging or ill treatment of any such behaviour destroying the image and respect of anyone in the institute are taken very seriously. Management/Principal may take any decision within the best interest of all, and the same will be binding to all. All are free to inform anti ragging committee and such complaint will be taken very seriously.
7. Learners are informed to take prior permission from the class mentors for their long absence in any respect, if not done will be treated as indiscipline.
8. Attendance in all lectures, tutorials, tests and examinations is compulsory. Due to unavoidable circumstances 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 do not maintain minimum criteria without communication to class mentor, will be treated as defaulters.

9. The list of defaulter learners 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 in anticipation of improving attendance. Meetings are regularly held with parents to inform them about the ward's academic and overall performance.

CODE OF CONDUCT

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FOR TEACHING STAFF:

All staff of the institute are responsible for the protecting and taking responsible steps to prevent the 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.
3. Staff should contribute to the vision, mission and goals of 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.
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. Teacher shall monitor 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.
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 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 table and individual teachers time table to the principal on the reporting day of each semester. If any change required that change must also be reported to the principal in writing.
16. Teachers are expected to attend department, academic association meetings, seminars etc. 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. The special care & attention must be given to the slow learners.
19. The staff should motivate the 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 extra- curricular activities.

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FOR ACCOUNTANTS (NON-TEACHING STAFF):

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.

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CONDUCT FOR LIBRARIAN & LIBRARY STAFF (NON-TEACHING 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.

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FOR PEONS (NON-TEACHING STAFF):

Do 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. Do the work of 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 and humble with others.

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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 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 provide 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.

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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.

ETHICS

Introduction of Ethics:

The word "ethics" comes from the Greek word "ethikos". It refers to one's moral character and way in which society expect people to behave in accordance with accepted principles.

Business ethics is the code of good conduct that a business adheres to in its daily dealings both with other businesses and with customers.

Most philosophers conclude that ethical failure occurs because of lack of character. Virtuous people will leave ethically. Therefore, we need to think about the desired virtues and how one can develop those virtues.

Professional Ethics:

1. Act with the highest standards of honesty and ethical conduct while walking in the college premises and at offside locations such as workshops, seminars and social events, or at any other place where the staff are representing the institute.
2. Avoid any activities that would involve stakeholders in any practice that is not in compliance with the code of conduct of the institute.
3. We must respect the person, privacy of the learners and other staff members of the institute.
4. We should treat learners, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.

5. We should respect the dignity, rights and opinions of colleagues and learners.
6. We should respect cultural, ethnic and religious differences of colleagues and learners

