



Kandivli Education Society's

B. K. SHROFF COLLEGE OF ARTS & M. H. SHROFF COLLEGE OF COMMERCE

An Autonomous College

NAAC Re-accredited 'A' Grade

ISO 9001 : 2015 Certified

• 'Best College 2017-18' award from University of Mumbai •

CODE OF ETHICS POLICY

Implemented from the
Academic Year : 2021-22



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Code of Ethics Policy

Basic Information:

	Policy Title: <u>Code of Ethics Policy</u>	
1.	Policy Number: (Suggested By IQAC)	Functional Area: Entire College with UG, PG and other areas
2.	Drafting	By IQAC
3.	Policy Applies to:	All Stake Holders of the College
4.	Effective from the Date:	14 June 2021
5.	Approved by:	IQAC Full Bench in its Meeting held on 17 March 2021
6.	Responsible Authority	IQAC/ HR Manger / Principal
7.	Superseding Authority	Governing Body
8.	Last Reviewed/ Updated:	NA
9.	Reason for the policy	Transparency, Accountability and Fair Working conditions in general and clarity of the functioning of the respective domain in particular
10.	References for the policy	UGC Guidelines, University Act, University and Government Statutes/ various directives from MHRD, Institutional Vision and Mission, Institutional work ethics and philosophy, etc.

Code of Ethics Policy

KES Shroff College of Arts & Commerce has been an epitome of ethical practices. The strength of the institution lies in the ethical conduct of every stakeholder in each and every action.

1. Code of Conduct for Principal:

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He/She will implement the policies approved by the Board of Governors, the highest decision making body of the college. He/She shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.

- He/She is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He/She monitors admissions, examinations, evaluation for smooth functioning of the system.
- He/She is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He/She is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council.
- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He/She is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He/She, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

THE DUTIES OF THE PRINCIPAL MAY BE SUITABLY CATEGORIZED AS

A) ACADEMIC ADMINISTRATION:

- (i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by University, AICTE, UGC, State Government and the Governing Body of the college.
- (ii) Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- (iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
- (iv) In matter of admissions, Coordinator, admissions will assist the principal
- (v) In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.
- (vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, coordinators of all sections along with the various heads of the departments extend support to the principal.
- (vii) Shall closely monitor the class work as per the time tables and the yearbook with assistance of class work coordinators and other faculty in-charges.
- (viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- (ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- (x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- (xi) In matters related to internal examinations, semester end examinations (both theory and Practical), result analysis, detained candidates, Principal will be assisted by Controller of examinations and Coordinators of the courses.
- (xii) In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Director Academic.
- (xiii) The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- (xiv) Principal shall also ensure quality assurance and he/she should be assisted by Coordinator , IQAC.

- (xv) Shall monitor, evaluate research, development and consultancy activities. Coordinator, Research Centre should assist the principal in this matter. He/She should advise the faculty members to get sponsored research projects from various funding agencies.
- (xvi) The principal should promote industry-institute interaction for better employability of the students.
- (xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.
- (xviii) Arrange finishing School for the students with the active association of Director, Training and Placement
- (xix) Shall efforts to look after overall welfare of staff and students.
- (xx) For effective functioning of the college he/she shall build close rapport between staff, students and management.
- (xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- (xxii) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.
- (xxiii) Shall involve faculty members at different levels for various institutional activities.

B) GENERAL ADMINISTRATION

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

- (i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees
- (ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.
- (iii) Arrange performance appraisal of faculty and supporting staff.
- (iv) Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.
- (v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

(vii) Campus maintenance shall work under the instructions of Principal

C) FINANCIAL ADMINISTRATION

(i) Principal is assisted by the Finance committee in financial administration.

(ii) Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

(iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body

(iv) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

(v) Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.

(vi) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

(vii) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

(viii) Shall countersign T.A bills

(ix) Shall have power to sanction advances and final withdrawal of EPF of the staff

2. Code of Conduct for Teachers:

(i) The teacher shall be available for the College/Recognized Institution full- time and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.

(ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the

Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution,

- (iii) The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession.
- (iv) The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the College/Recognized Institution,
- (v) The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College/Recognized Institution.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realization of other contribution for this purpose.

- (vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.

(vii) Other profession:

- (a) The teacher or his/her near relative shall neither bid directly or indirectly, at any auction of any college property nor submit any tender for any supply to the College/Recognized Institution.
- (b) The teacher or his/her relative shall not use the college property including the residential accommodation for conducting any trade or business, coaching

classes, tuition, occupation or for any other purpose.

- (c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under these Statutes.
- (viii) The teacher shall not write guides, notes, questions and answers, circulation, books etc. for commercial benefit.
- (ix) The teacher shall abide by The Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time.

Misconduct

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- (i) any action by the teacher contrary to the provisions prescribed in the Act, Statutes, Ordinances, Rules and Regulations.
- (ii) refusal to accept order or other communication served according to the Statutes,
- (iii) obtaining employment in the College/Recognized Institution, by misrepresenting facts,
- (iv) misappropriation of any amount and/or movable and immovable property of the College/Recognized Institution.
- (v) willful and persistent negligence of duty,
- (vi) insubordination: Refusal to obey the order of controlling Authority, willful act/communication by ignoring immediate controlling authority.
- (vii) Indulging in or promoting unfair practices in the conduct of College/Recognized Institution /University examinations,
- (viii) theft, fraud or dishonesty,
- (ix) willful or negligent damage of the College/Recognized Institution property,
- (x) any action, involving moral turpitude and attracting conviction in court of law,
- (xi) attending the duties in an intoxicated state and committing nuisance during working hours,

- (xii) misbehavior with students, another teacher, staff, parents.
- (xiii) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

Explanation:

- (1) willful negligence of duty shall among other things include the following:
 - (a) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his/her control.
 - (b) negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Recognized Institution, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

The Code of Professional Ethics

(a) The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall:

- (i) adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.

- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
- (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- (viii) participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students :

The teacher shall

- (i) respect the right and dignity of the student in expressing his/her opinion.
- (ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) pay attention to only the attainment of the student in the assessment of merit.

- (viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always:

- (i) treat other members of the profession in the same manner as they themselves wish to be treated,
- (ii) speak respectfully of other teachers and render assistance for professional betterment,
- (xi) (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- (iii) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
- (iv) be thoroughly social and humane, democratic and rational, towards other teachers,
- (v) strive at any cost to remove and wash out the local tensions and controversies and disputes.
- (vi) believe in union and unity of the colleagues.

(d) Teachers and authorities :

The teachers shall

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;

- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) should adhere to the conditions of contract;
- (vi) give and expect due notice before a change of position is made; and
- (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees :

- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians :

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society :

The teachers shall

- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- (v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

3. Code of Conduct for Non-Teaching Staff:

1. All non-teaching members of staff shall observe the instructions regarding the attendance issued by the authorities from time to time.
2. All non-teaching staff shall sign the attendance at the beginning of their duty and shall be in the work spot for the period specified by the authority from time to time.
3. Maintain honesty, integrity, fairness in the Administration
4. Adhere strictly to the laws and regulations of the college.
5. All non-teaching staff members should avoid using social networking sites such as Facebook, WhatsApp, Twitter, etc. during working hours and must abstain from taking photographs unnecessarily.
6. Every staff employed in the college shall stay within the college during office hours and discharge his/ her duties efficiently and diligently and maintain honesty, integrity, fairness and total quality management in all activities with mutual respect.
7. No non-teaching staff member should divulge official secrets, infringe, mutilate, conceal or forge official documents, receipts, etc.
8. No staff member is allowed to intercept, misuse or misappropriate institutional money or goods/ services.
9. No non-teaching staff member should resort to anything which can tarnish the image of the college. No non-teaching staff member should be a constituent of any secret cult.
10. No non-teaching staff member should use official time for private activities whatsoever.
11. Every staff employed at all times should deal politely with students, general public and with rest of the college staff. They must exercise self-discipline.
12. No non-teaching staff shall absent themselves without written prior permission of the Principal as a matter of course.
13. All non-teaching staff members shall obtain the permission in writing of the Principal, if they want to attend late or leave the College early after signing the attendance.

14. If the non-teaching staff members are absent without taking prior written permission of the Principal, they shall be liable for cut in casual leave or earned leave as the case may be.
15. Any habitual late coming or absence without proper permission will be viewed seriously and appropriate action will be taken.
16. No member of the staff shall address any correspondence directly either to the Management or the Government authorities. Such correspondences should always be routed through the principal.
17. All members of the staff intending to represent matters to Government or any other authorities shall take the prior written permission of the Management for the purpose.
18. No members of the staff shall approach any member of the Management Committee without the prior written permission of the Principal.
19. All members of the non-teaching staff are requested to refrain from holding, addressing meetings or demonstrations etc., which is personal in nature at any time within the Campus.
20. All members of the staff are requested to refrain from any activity which will lead to the disruption of the peace and calm of the Campus and shall not indulge themselves in activities prejudicial to the interest of the Institution or other individual staff members like incitement, abuse, assault including reference to Community.

4. Code of Conduct for Students:

Students of the College are expected to be respectful towards all the stakeholders of the institution. They should be sensitive to college property. They are expected to be disciplined, respectful, dedicated and conscious in adhering to all the rules, regulations and deadlines whole heartedly.

5. Code of Conduct for Parents:

Parents of college students are expected to be respectful towards all the stakeholders of the institution. They should be sensitive to college policies. They are expected to be courteous, respectful, dedicated and conscious in adhering to all the rules, regulations and deadlines whole heartedly. They are also expected to be alert and vigilant on the overall progress of their pupil/ward.