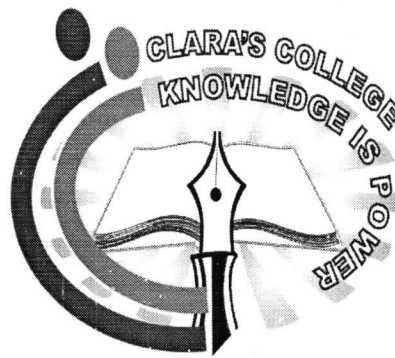


Clara's College of Commerce
Yari Road, Versova, Andheri -(W),
MUMBAI-61



CLARA'S COLLEGE OF COMMERCE
YARI ROAD, VERSOVA, ANDHERI (W),
MUMBAI - 400 061.

CODE OF CONDUCT

CLARA'S COLLEGE OF COMMERCE
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CODE OF CONDUCT

1. The Governing Council of the trust through the Principal shall see that the service rules are followed as well as adhered to the letter and spirit of the code of conduct by all the employees.
2. Every employee of the Institute shall be governed by the code of conduct, as specified in this chapter, and every such employee shall be liable to the disciplinary action, for the breach of any provision of the code of conduct.
3. The Principal shall initiate disciplinary proceedings for non-compliance of code of conduct/service rules and appoint an Inquiry Officer to conduct the inquiry of the charges.

CODE OF CONDUCT FOR FACULTY

The code of conduct for the faculty of the Institute shall be as follows: -

- (A) No Faculty member (teacher) shall: -
- (i) Knowingly or willfully neglect his/her duties.
 - (ii) Propagate through sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity.
 - (iii) Discriminate against any student or any other person on the ground of caste, creed, language, and place of origin, social and cultural background or any of them.
 - (iv) Indulge in, or encourage, any form of malpractice connected with examination or any other college activity.

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(v) Make any sustained neglect in correcting term or assessments or exam work by the students.

(vi) While being present in the Institute absents himself except with the previous permission of the Principal from the class which he/she is required to attend.

(vii) If the leave has not been sanctioned before proceeding on leave, on return to duty, the employee has to apply for and obtain ex-post facto, the necessary sanction for the leave.

(B) The employee will not: -

(i) Accept any job of a remunerative character from any source other than the college or give private tuition to any college student or other person without written permission of Principal or engage himself in any business.

(ii) Prepare or publish any book (s) commonly known as guides, or assist, in their publication other than those brought out by the college.

(iii) Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.

(iv) Accept, or permit any member of his family or any other person acting on his behalf to accept, any gift or receive advantage from any student, parent or any person with whom he has come into contact by virtue of his being in the college.

(C) An employee shall not: -

(i) Cause, or incite any other person to cause, any damage to college property.

(ii) Behave, or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in or outside the college premises.

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(iii) Be guilty of misbehavior or violence towards any parent, guardian, student, or other employee of the college.

(D) Every teacher shall: -

(i) Be punctual in attendance in respect of his/her class-work and also for any other work connected with the duties assigned by the Principal/Co-ordinator.

(ii) Abide by the rules and regulations of the college and also show due respect to the constituted authority.

(iii) Employees will on every working day sign the staff attendance register, at the time of arrival and leaving the college and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register is a serious violation of rules.

(E) Outside the class room: -

(i) All employees are responsible for the discipline of students even outside the class rooms.

(ii) Supervision during the break or off time is vital for protection of the students, employee be allotted such duties to maintain discipline and orderliness.

(F) Library and Equipment: -

(i) Students must be trained to make extensive use of the library facilities.

(ii) Faculty and Technical Supporting staffs are responsible for the proper care, operation and maintenance of all equipment, and learning aids and sports equipment etc. The authorities should immediately be informed of the needed repairs/replacements.

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(iii) Students must be trained to take care of the college property. Books/Equipment fixtures and fittings damaged or lost by a student should have to be made good by the students.

(G) General :- Code of Conduct for other employee-the code of conduct specified for teachers shall, go as far as may be, apply to other employee of the college also.

(H) Building: -

(i) The employees are responsible for the Institute property for its use, care and maintenance.

(ii) Special cleanliness is a part of basic discipline. The employees are, therefore, responsible to guide students in maintaining their Institute and surroundings tidy, particularly after their lunch/recess.

(iii) It is the teacher's responsibility to take immediate steps to report to the Co-ordinator about the need of maintenance of college property.

(iv) Destruction or damage to college property desks, books, etc. is serious matter. The teacher must be alert and take immediate steps to correct the student or to report it to the Co-ordinator.

(v) Before leaving the classroom the lecturer should insist that students pick up waste paper and any unwanted material from the floor and place it in the waste paper basket; desks and chairs be left in proper arrangements, the chalk board erased and lights and fans are put off.

(I) Control & Interaction with students: -

(i) In order to achieve the goal set before each employee to derive full satisfaction from the job and for mutual cooperation, some well understood limits are needed. Above all, self-discipline is the most needed and the limits set by rules are only a help.

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(ii) Employees must avoid disturbing the harmony, good relations and friendly atmosphere in the Institute by any form of speech, action or omission. On the other hand, teachers should foster and promote such conditions as are conducive to one's happiness, tension free atmosphere and the good of students.

(iii) Individual attention is essential and teachers are encouraged to solve problems-personal, behavioral and academic. When a student does not show improvement, this fact must be brought to the notice of the Principal/ Co-ordinator immediately. When a teacher feels that a student needs special help or is suffering from emotional problem, he/she must immediately inform the Principal/ Co-ordinator.

(iv) Poor discipline is usually a result of improper planning. Properly planned, worthwhile activities in and outside the class help to prevent disciplinary problems.

(v) The teacher should be firm and consistent but not unreasonable in demands, should avoid threats that cannot be carried out, and favoritism or prejudices. Raising one's voice may often produce adverse result.

(vi) The teacher must always remember that each student has his/her self-respect which must be given to them. Ridicule, sarcasm in speech or action or unreasonable and unproductive punishment, specially for an entire group, will not be accepted.

CODE OF CONDUCT FOR NON TEACHING STAFF

Code of Conduct for other employee-the code of conduct specified for teachers shall, go as far as may be, apply to other employee of the college also.

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CODE OF CONDUCT FOR STUDENTS

(I) Library Rules

- (i) Complete Silence has to be maintained in the library.
- (ii) Use of mobile phones is strictly prohibited in the library.
- (iii) An I-card is mandatory, whenever a user comes into the library.
- (iv) Library users must put their check in/out details in the entry register whenever they come into the library.
- (v) Users are not allowed to bring personal belongings like bags, umbrellas, etc. inside the Stacking Section. It should be kept at the property counter at their own risk.
- (vi) Users are allowed to borrow a maximum 02 books for a period of one week. Renewal of the books will depend on availability and requirement of the same by others.
- (vii) Users should not write, mark or damage books or any other article relating to the library.
- (viii) Library users should return the book on or before the due date. Otherwise fine will be charged after the due date of Re.2/- per day.
- (ix) On loss of library book, user shall replace the same with a brand new copy or to pay the amount decided by librarian.
- (x) Consumption of food and drinks is not permitted in the library.
- (xi) Reference material should not be taken outside the library.

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- (xii) Newspapers and Periodicals are issued against library cards for reading in the library.
- (xiii) After completion of the respective course, students will have to obtain a "No Dues" certificate from the Librarian and surrender their library card in the library.
- (II) General Rules:
 - (xiv) Every student must carry his/her identity card while being present in the College Premises.
 - (xv) No student shall leave the college premises before the college timings without the prior permission of the principal.
 - (xvi) Eating tiffin is not allowed in the classroom, students must use the canteen facility in recess time only.
 - (xvii) No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in the classroom.
 - (xviii) Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
 - (xix) Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
 - (xx) Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
 - (xxi) Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
 - (xxii) Use of Cell phones is strictly prohibited in college premises.

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(xxiii) Students must keep their Institute and surroundings tidy, particularly after their lunch/recess.

(xxiv) Students must not be involved in destruction or damage to college property desks, books, etc.

(xxv) Books/Equipment fixtures and fittings damaged or lost by a student should have to be made good by the students.

(xxvi) Students must handle the book/s very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.


(xxvii) Indulging, ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the college premises are strongly prohibited.

(xxviii) Students must be present in class well before the lecture time.

(xxix) A student should maintain at least 75% attendance in the lectures of every subject.

(xxx) Students are required to check the Notice Board and also the website of the college for important announcements.




Principal

Dr. Madhukar Gitte
Principal
Claras College of Commerce
Yari Road, Versova,
Andheri (W), Mumbai-400 061.