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### **TCSC - Code of Conduct for Students**

1. The following guidelines are issued in order to help the students to conduct themselves politely and in accordance with the highest standards of well-mannered behavior in the College.
2. Every student shall behave and conduct himself/herself in the College and also at the hostel in a dignified and polite manner and should be respectful to the teachers and elders.
3. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and at hostel.
4. Consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and the hostel and a strict disciplinary action will be taken against the culprits.
5. Students shall not deface / damage any kind of public or College properties. In the event of such damage or destruction the cost of such properties will be recovered from the concerned students and a strict disciplinary action will be taken against them.
6. Please maintain the silence and discipline in the College to maintain the academic ambience the campus.
7. Unauthorized entry of outsiders into the campus as well as the hostel is strictly prohibited. Without specific permission from the concerned authorities, outsiders should not entre the College campus or the hostel.
8. No one shall bring, distribute or circulate any notice, pamphlet, leaflet etc. within the campus or the hostel. The possession, distribution or exhibition of any such kind of object which is per se obscene within the campus or the hostel is also actionable offence.
9. Politically based student organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations.
10. Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates, walls and on the compound walls. Similarly, students are prohibited from disfiguring the walls of the College building.



11. Except with the specific permission of the principal, no student shall collect money either by request or by coercion from others within the campus or the hostel.
12. The students are not allowed to indulge in any activity which may be harmful and disturb the peaceful and serene atmosphere of the institution and shall eschew from violence within the campus and hostel.
13. Any student who is found to exert undue influence on fellow students will be strictly dealt with.
14. No student will enter or leave the classroom when the session is on without the permission of the teacher.
15. The students, who remain absent without submitting proper leave application for more than ten working days will have their names removed from the rolls. They may be readmitted only at the discretion of the principal.
16. Usage of mobile / cell phones within the campus is prohibited. Violation of this will be liable for strict disciplinary action. Misuse of any IT facility including e-mails and social media is also strictly prohibited.
17. There is a students' grievance redressal cell in the College. In case the students have any grievance or complaint they may approach the head of the department first and if not satisfied, to the principal. The principal will at his discretion refer the matter to the students' grievance redressal cell consisting of the vice-principal, one HOD and one senior teacher nominated by the principal.
18. Students who are charged in criminal offence or are under suspension will not be allowed to enter the College campus without the permission of the principal.
19. The Principal shall have power to declare holiday for the College if he is satisfied that peaceful academic functioning of the College cannot be carried on.
20. Any case of criminal activity or violation of law and order in the College campus will be reported to the police and the police shall register case and initiate action against the offenders.
21. The terms and conditions of admission and the code of conduct are included in the College calendar issued to the students and are binding on the student. In the application form for admission an undertaking shall be given by the student and the parent accordingly.



22. In the matter of internal discipline, the decision of the principal shall be final.
23. Students should not throw litter in the campus; rather place them only in the waste bins. This campus is yours and you are duty bound to keep it clean.
24. Any student who is persistently disobedient, who is repeatedly or willfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
25. Students are expected to spend their free hours in the Library / Reading Room. They should not loiter along the verandas or crowd at the gate or in the main road.
26. All types of ragging, eve-teasing are strictly prohibited. Such cases will be reported immediately to the police.
27. Attendance will be marked at the beginning of each period by the teacher engaging the class. Late-comers may be given or refused attendance for the period, or marked late, at the discretion of the teacher concerned. If a student is absent for one hour, it will be treated as absence for half a day and if his absence is for two or more than two hours, it will be treated as absence for one full day.
28. A student requiring leave for a particular period may be granted such leave by the teacher concerned. A student who is present cannot leave without permission.
29. Application for leave for more than a period must be made to the Principal in the prescribed form. When absence is due to some unforeseen cause, the application should be submitted as early as possible.
30. Absence without leave from any examination or from the composition or practical work will be reported by the teachers concerned to the Principal. Leave of absence from a term examination should be obtained from the Principal.
31. A student absenting himself / herself from the College even for a day should submit the leave application to the HOD, duly signed by the teacher in-charge.
32. A student absenting himself / herself for a period exceeding five working days, whether with leave or without leave, should on his return to the College, report to the Principal.



33. A student absenting himself/herself without leave for more than ten consecutive days will have his name removed from the rolls and he may be re-admitted on payment of College dues, if any.
34. Application for leave must be countersigned by the student's guardian and recommended by the tutor or the teacher-in-charge of attendance or the HOD and is to be submitted to the principal immediately after the return from his/her leave. For hostel students, the warden's recommendation is sufficient. All leave applications including duty leave, must be submitted within one week.
35. Duty leave for physical education activities will be granted only to athletes representing the College or university in various matches, tournaments and sports events. Such students should submit their leave applications duly recommended by the Director of Physical Education not later than one week after the event.
36. The maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days. NCC cadets are also eligible for such leave.
37. Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment.
38. Benefit of attendance may be granted to students attending University College Union co-curricular activities by treating them as present for the days of absence, on production of participation / attendance certificates, within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.
39. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.
40. At the time of admission, the students will be provided with an identity card. Students are required to wear College identity cards while in the campus. Students are not permitted to enter the campus without wearing their identity cards. For availing of any service from the College, identity card and uniform are mandatory for students.
41. If a student loses his/her identity card, a duplicate should be obtained immediately on payment of Rs. \_\_\_\_\_.





*Thakur Educational Trust's (Regd.)*

**THAKUR COLLEGE OF SCIENCE & COMMERCE**

AUTONOMOUS COLLEGE, PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI

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**Best College Award by University of Mumbai for the Year 2018-2019**

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42. Identity card should be produced for verification when it is asked for by any member of the College staff.
  43. Students are strictly forbidden to reside in unapproved lodgings. Those desiring to reside in approved lodgings must obtain the permission of the Principal.
  44. Students shall submit to the College office in the prescribed form obtainable there, full information regarding their residence.

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## CODE OF CONDUCT AND ETHICS FOR TEACHERS

- I. **Teachers and their Responsibilities:** A Teacher has the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny by the students and the society at large. Therefore, every teacher should see that there is no incompatibility between principles and practice. The national ideals of education which have already been set forth and which every Teacher should seek to inculcate among students must be their own ideals. The profession also requires that the teacher should be calm, patient and communicative by temperament and cordial in nature.

### **Teacher needs to:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth constant through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the aid of knowledge;
- (v) Maintain active membership of professional organizations and attempt to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, meticulously and with devotion;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;



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- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
  - (x) Participate in extension, co-curricular and extra-curricular activities, including the community service

## **II. Teachers and Students**

### **Teacher needs to:**

- (i) Respect the rights and dignity of the student in expressing their opinions;
- (ii) Deal impartially with all the students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and try to meet their individual needs;
- (iv) Encourage and inspire age students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a hurtful 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 themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals;



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- (x) Catchphrase from provoking students against other students, colleagues or administration.

### III. Teachers and Colleagues

#### **Teacher needs to:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully to other teachers and render assistance for professional betterment;
- (iii) Abstain from making unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### IV. Teachers and Authorities

#### **Teacher needs to:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures 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) from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (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 through their organizations in the formulation of policies of the other institutions and accept offices;



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- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
  - (vi) Adhere to the terms of contract;
  - (vii) Give and expect due notice before a change of position takes place;
  - (viii) Desist 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.

#### **V. Teachers and Non-Teaching Staff**

##### **Teacher needs to:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

#### **VI. Teachers and Guardians**

##### **Teacher needs to:**

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports 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.

#### **VII. Teachers and Society**

##### **Teacher needs to:**

- (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 problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;





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- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
  - (v) Keep away 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, religions or linguistic groups but actively work for national integration.

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### **Code of Conduct for Non-Teaching Staff**

1. Every staff member employed in the Institute shall work efficiently to discharge his / her duties meticulously as per the rules and regulations laid down by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behavior.
3. All Staff members should be punctual and maintain discipline in the work.
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff member should cooperate with students, colleagues & superiors.
6. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
7. All the staff members should respect for the rights and opinions of others.
8. Every staff member should follow all norms and job details assigned by the Management, the Principal & concerned competent authorities from time to time with full devotion.
9. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

**Violations of  
Teaching**



**code of conduct by the Students,  
Staff and Non-teaching staff are subject**

**to disciplinary action, by the concerned Competent Authority.**



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Shri. Jitendra Singh  
**Hon. Secretary, TET**

Dr. (Mrs.) C. T. Chakraborty  
**Principal**

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