



ANANDIBAI DAMODAR KALE SHAIKSHANIK SANSTHA'S  
ANANDIBAI DAMODAR KALE DEGREE COLLEGE OF  
ARTS & COMMERCE

Saibaba Nagar, Borivali (West), Mumbai - 400 092.  
Email : adkdcollege@yahoo.com | Website : https://adkdcollege.in/  
ISO 9001 : 2008 Certified

Ref. No. : \_\_\_\_\_

Date : \_\_\_\_\_

**Code of Conduct for Teaching Staff**

- ❖ It is imperative for each academic staff member to align their actions with the established institutional policies and procedures, ensuring alignment with the college's vision and mission.
- ❖ The teaching Code of Conduct primarily abides by the regulations set forth in the University of Delhi Acts, Statutes, Ordinances, and Service Rules.
- ❖ Prior to the commencement of classes, all faculty members are required to meticulously devise a lesson or teaching plan well in advance.
- ❖ Throughout their tenure, teaching staff members are expected to dedicate themselves diligently and efficiently under the leadership of the Head of the Institution.
- ❖ Political involvement within the college premises is strictly prohibited for any staff member.
- ❖ Punctuality in attending classes and adherence to the specified timings for various activities and events are mandatory for all teaching staff.
- ❖ Both teaching and non-teaching staff are obligated to routinely sign the attendance register maintained by the head of the institution.
- ❖ Teachers' responsibilities encompass delivering lectures, conducting practical's, tutorials, evaluations, invigilation, administrative duties, guidance to students, and active participation in extracurricular and institutional support activities.
- ❖ Teaching staff members must adhere to the prescribed timetable and fulfill any additional duties assigned to them.
- ❖ The Mentor-Ward System is mandatory, requiring teachers to guide, motivate, counsel, and monitor their assigned group of students.
- ❖ Faculty members are expected to treat all students impartially, irrespective of their religious, caste, economic, social, or physical identity.
- ❖ Upholding decorum and morality on campus is paramount, and faculty members should refrain from any actions that violate these principles.
- ❖ Engaging in additional employment or commitments, such as private tuitions and coaching classes, which may impede professional responsibilities, is strictly discouraged for faculty members.



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### Code of Conduct for Students

- ❖ Students are required to attend classes, tutorials, class tests, and examinations punctually and regularly. Failure to meet the stipulated attendance percentage, non-submission of assignments, and unjustified absence from tests/examinations will be considered a breach of the code of conduct.
- ❖ At the commencement of each period, students must be seated in their classrooms and should not enter or exit without the lecturer's permission. Impersonating during roll call is considered an offense that carries consequences.
- ❖ The use of mobile phones during class hours is strictly prohibited and subject to punishment. Any form of malpractice during examinations, such as copying, impersonation, using unfair means, or exchanging answer sheets, will not be tolerated and will be dealt with severely.
- ❖ Students are expected to adhere to notices posted on the Notice Board, both online and offline. Ignoring notices on the board will not be considered as a valid excuse.
- ❖ In the event of a lecturer's absence, students must maintain order in the classroom and should not leave without ascertaining relief orders from the Staff room.
- ❖ Courtesy towards both teaching and non-teaching staff, as well as fellow students, is expected from all students. Acts or conduct that could harm the institution's reputation are strictly prohibited.
- ❖ Appropriate and decent attire is expected from students when coming to College. Identity cards must be visibly worn at the gate during entry and kept on the person at all times within the campus during College hours.
- ❖ Loitering in verandas or corridors during class hours is not allowed. Each class is responsible for the conduct of its members when assembled.
- ❖ Inviting friends from other institutions or outsiders to the College is not permitted. Posting posters on College walls or writing/scribbling on them will result in disciplinary measures.
- ❖ Smoking, chewing tobacco, spitting, consumption of alcohol, or narcotic drugs within the college premises is strictly prohibited. The college campus is a smoking-free zone, and violation of this rule will lead to disciplinary action.
- ❖ Mishandling and tampering with library books or college computer systems are strictly forbidden. Access to the Girl's Common Room is reserved for girls.
- ❖ Maintaining peace within and around the College campus is the responsibility of every student. Games, even in small groups, are not allowed anywhere in the College premises during lecture hours.
- ❖ Ragging in any form is strictly prohibited, and disciplinary action will be taken against violators. All students and guardians must sign an affidavit, as prescribed by the University of Calcutta, related to ragging.



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**Code of Conduct for Non / Teaching Staff**

- ❖ The standard working hours for non-teaching staff members are followed.
- ❖ Upholding the highest standards of professional conduct is a requirement for all staff members, emphasizing punctuality and discipline in their work.
- ❖ Maintaining confidentiality regarding student and staff records and other sensitive matters is an essential responsibility for every staff member.
- ❖ All staff members are obligated to avoid any form of unlawful discrimination based on gender, sexuality, age, or marital status in their interactions with colleagues, teaching staff, and students.
- ❖ Verbal, non-verbal, or physical misconduct of a sexual nature in interactions with students, college staff, and visitors is strictly prohibited for all members of the staff. The college maintains a zero-tolerance policy towards sexual harassment.



*(Signature)*  
**In-Charge Principal**  
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