

Date: 01/06/2022

Code of Conduct

- Thakur Shyamnarayan College of Education & Research Session Start from 01st June 2022 to 31st May, 2023.
- It is to inform that all the teaching and non-teaching staff of T.S.C.E.R has to follow the code of conduct in the college premises and maintain discipline and be on regular time in the college.
- As per rules if you are absent you need to intimate prior with Leave application form of college. In Case of Emergency / online working staff intimate by mail.
- Only one Casual Leave in one month as per rules. If it extends salary will be deducted.
- Time of college Lecture (teaching staff) is 08:30 am to 02:30 pm & Non-Teaching staff timings is mention below changes will be intimated as per situation by authority.
- Everyone's presence in college campus is mandatory intimated by authority time to time.
- College Library & office timings is Morning 09:00 am to Evening 04:00 pm.
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- College staff holiday will be given as per University of Mumbai calendar Holiday.
- Teaching Staff Vacation / Break as per University of Mumbai Circular / rules
- Non-Teaching Staff Vacation / Break as per College Management.
- Holidays given as per the college Management :

| Teaching Staff | Total Leave | Non-Teaching Staff | Total Leave |
|--|--------------------|--|--------------------|
| Medical (Letter compulsory) | 10 | Medical (Letter compulsory) | 10 |
| Long Leave | 0 | Long Leave | 15 |
| Casual Leave (1 in Every month (i.e. 12) | 12 | Casual Leave (1 in Every month (i.e. 12) | 12 |
| Total | 22 | Total | 37 |

Note: Any casualty (Such as death, Accident) or any emergency will be approved by Management / Principal.

Note:

Strictly follow the disciplinary rules and Regulations of the Institute.

1. Institutional Code of Conduct for Faculty

- a. Discipline
- b. Leaves
- c. Continuous Assessment



Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

- d. Classroom Teaching
- e. Laboratory
- f. Test / Assignment / Mid-Term / Mock
- g. Appraisal Report
- h. Assigned Work etc

1. Institute Code of Conduct for Supporting Staff :

Administrative Staff, Accountant, Lab Attendant, Peon, Sweeper & Others

a. Discipline

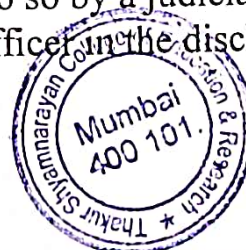
b. Work Assigned as per designation wise

- For all Staff Teaching & Non-teaching that above mention notice is provisional if any changes acquired will be intimated by management authority.
- Temporary Teaching Staff Leave will be as per there appointment letter.

1. Institutional Code of Conduct for Staff

a. Discipline

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Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

- The Faculty Member should show no partiality to any segment / individual student.

Timings

| A.Y 2022-2023 | | |
|---------------|-----------------------|----------------------|
| Sr. No. | Name of the Staff | Timings |
| 1. | Dr. Anju Chaplot | 08.30 am to 02.30 pm |
| 2. | Mrs. Foram Patel | 08.30 am to 02.30 pm |
| 3. | Mrs. Payal S. Batavia | 08.30 am to 02.30 pm |
| 4. | Ms. Rukmanee Yadav | 08.30 am to 02.30 pm |
| 5. | Mr. Nitin Jain | 08.30 am to 02.30 pm |
| 6. | Mr. Sahebrao Wankhade | 09.30 am to 04.30 pm |
| 7. | Mr. Sanjay Dubey | As per Management |
| 8. | Ms. Sonal Patel | 09.30 am to 04.30 pm |
| 9. | Mr. Ganesh Acharya | 09.30 am to 04.30 pm |
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| 11. | Mr. Vijay Govekar | 08.00 am to 04.00 pm |
| 12. | Mr. Ramesh Kadam | 09.30 am to 05.30 pm |
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Dr. Megha D. Gokhe
Principal

Date: 01/06/2023

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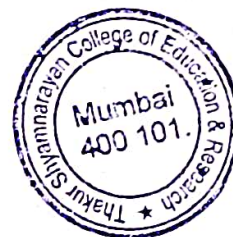
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- b. Leaves
- c. Continuous Assessment



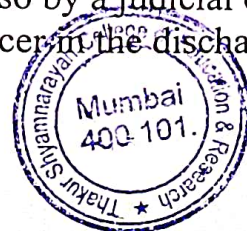
Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

- d. Classroom Teaching
 - e. Laboratory
 - f. Test / Assignment / Mid-Term / Mock
 - g. Appraisal Report
 - h. Assigned Work etc
1. Institute Code of Conduct for Supporting Staff :
- Administrative Staff, Accountant, Lab Attendant, Peon, Sweeper & Others
- a. Discipline
 - b. Work Assigned as per designation wise
- For all Staff Teaching & Non-teaching that above mention notice is provisional if any changes acquired will be intimated by management authority.
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1. Institutional Code of Conduct for Staff

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Kandivali (East), Mumbai - 400101

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Timings

| A.Y 2023-2024 | | |
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Dr. Megha D. Gokhe
Principal

Date: 01/06/2021

Code of Conduct

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Note:

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 - a. Discipline
 - b. Leaves
 - c. Continuous Assessment
 - d. Classroom Teaching
 - e. Laboratory
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5. Institute Code of Conduct for Supporting Staff :

Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

Administrative Staff, Accountant, Lab Attendant, Peon, Sweeper & Others

- a. Discipline
 - b. Work Assigned as per designation wise
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5. Institutional Code of Conduct for Staff

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Timings

Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

A.Y 2021-2022

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|---------|-----------------------|----------------------|
| 1. | Mrs. Megha D Gokhe | 08.30 am to 02.30 pm |
| 2. | Dr. Anju Chaplot | 08.30 am to 02.30 pm |
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| 4. | Ms Alpa Rajvir Yadav | 08.30 am to 02.30 pm |
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Mrs. Megha D. Gokhe
I/c. Principal

PRINCIPAL
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Opp. Dream Park, Thakur Village,
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Date: 01/06/2020

Code of Conduct

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Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

4. Institute Code of Conduct for Supporting Staff :

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a. Discipline

b. Work Assigned as per designation wise

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4. Institutional Code of Conduct for Staff

a. Discipline

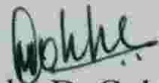
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PRINCIPAL
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I/c. Principal

PRINCIPAL

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Code of Conduct

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- Time of college Lecture (teaching staff) is 08:30 am to 02:30 pm & Non-Teaching staff timings is mention below changes will be intimated as per situation by authority.
- Everyone's presence in college campus is mandatory intimated by authority time to time.
- College Library & office timings is Morning 08:30 am to Evening 04:00 pm.
- College Office timings is 09.00 am to 04.00 pm.
- College staff holiday will be given as per University of Mumbai calendar Holiday.
- Teaching Staff Vacation / Break as per University of Mumbai Circular / rules
- Non-Teaching Staff Vacation / Break as per College Management.
- Holidays given as per the college Management Teaching Staff & Non-Teaching Staff get Medical Leave – 10, Casual Leave – 12 and Privilege Leave -1 in a every month (i.e. 12), Long leave – 15 total – 49.

Note:

Strictly follow the disciplinary rules and Regulations of the Institute.

2. Institutional Code of Conduct for Faculty
 - a. Discipline
 - b. Leaves
 - c. Continuous Assessment
 - d. Classroom Teaching
 - e. Laboratory
 - f. Test / Assignment / Mid-Term / Mock
 - g. Appraisal Report
 - h. Assigned Work etc



Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

2. Institute Code of Conduct for Supporting Staff :

Administrative Staff, Accountant, Lab Attendant, Peon, Sweeper & Others

- a. Discipline
- b. Work Assigned as per designation wise

- For all Staff Teaching & Non-teaching that above mention notice is provisional if any changes acquired will be intimated by management authority.
- Temporary Teaching Staff Leave will be as per there appointment letter.

2. Institutional Code of Conduct for Staff

a. Discipline


- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status pregnancy or likelihood of pregnancy physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.



Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

Timings

| A.Y 2018-2019 | | |
|---------------|------------------------------|----------------------|
| Sr. No. | Name of the Staff | Timings |
| 1. | Mrs. Ravinder Pal Kaur | 08.30 am to 02.30 pm |
| 2. | Mrs. Megha D Gokhe | 08.30 am to 02.30 pm |
| 3. | Dr. Anju Chaplot | 08.30 am to 02.30 pm |
| 4. | Mrs. Forum Patel | 08.30 am to 02.30 pm |
| 5. | Ms. Priyanka Patel | 08.30 am to 02.30 pm |
| 6. | Mrs. Madhuri Bhaskar Bendale | 08.30 am to 02.30 pm |
| 7. | Mr. Sahebroa Wankhade | 09.30 am to 04.30 pm |
| 8. | Mr. Sanjay Dubey | 09.30 am to 04.30 pm |
| 9. | Mrs. Bharati Singh | 09.30 am to 04.30 pm |
| 10. | Ms. Sonal Patel | 09.30 am to 04.30 pm |
| 11. | Mr. Ganesh Acharya | 09.30 am to 04.30 pm |
| 12. | Mr. Vinod Sharma | 09.30 am to 04.30 pm |
| 13. | Mr. Rajesh Parmar | 08.00 am to 04.00 pm |
| 14. | Mr. Vijay Govekar | 08.00 am to 04.00 pm |
| 15. | Mr. Ramesh Kadam | 09.30 am to 05.30 pm |
| 16. | Mr. Shantaram Katkar | 08.00 am to 04.00 pm |
| 17. | Mr. Namdev Hatangale | 08.00 am to 04.00 pm |

For 
Mrs. Ravinder Pal Kaur
I/c. Principal

PRINCIPAL
Thakur Shyamnarayan College of Education & Research
Opp. Dream Park, Thakur Village,
Kandivali(E), Mumbai 400 101

Date: 01/06/2017

Code of Conduct

- Thakur Shyamnarayan College of Education & Research Session Start from 01st June 2017 to 31st May, 2018.
- It is to inform that all the teaching and non-teaching staff of T.S.C.E.R has to follow the code of conduct in the college premises and maintain discipline and be on regular time in the college.
- As per rules if you are absent you need to intimate prior with Leave application form of college. In Case of Emergency / online working staff intimate by mail.
- Only one Casual Leave in one month as per rules. If it extends salary will be deducted.
- Time of college Lecture (teaching staff) is 08:30 am to 02:30 pm & Non-Teaching staff timings is mention below changes will be intimated as per situation by authority.
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Note:

Strictly follow the disciplinary rules and Regulations of the Institute.

1. Institutional Code of Conduct for Faculty
 - a. Discipline
 - b. Leaves
 - c. Continuous Assessment
 - d. Classroom Teaching
 - e. Laboratory
 - f. Test / Assignment / Mid-Term / Mock
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 - h. Assigned Work etc



Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

1. Institute Code of Conduct for Supporting Staff :

Administrative Staff, Accountant, Lab Attendant, Peon, Sweeper & Others

a. Discipline

b. Work Assigned as per designation wise

- For all Staff Teaching & Non-teaching that above mention notice is provisional if any changes acquired will be intimated by management authority.
- Temporary Teaching Staff Leave will be as per there appointment letter.

1. Institutional Code of Conduct for Staff

a. Discipline

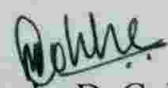
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- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status pregnancy or likelihood of pregnancy physical features, disability or impairment (physical disability or medical status)
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- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.



Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

Timings

| A.Y 2017-2018 | | |
|---------------|------------------------|----------------------|
| Sr. No. | Name of the Staff | Timings |
| 1. | Mrs. Megha D Gokhe | 08.30 am to 02.30 pm |
| 2. | Mrs. Ravinder Pal Kaur | 08.30 am to 02.30 pm |
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| 4. | Mrs. Foram Patel | 08.30 am to 02.30 pm |
| 5. | Ms. Priyanka Patel | 08.30 am to 02.30 pm |
| 6. | Mrs. Rashmi Kumar | 08.30 am to 02.30 pm |
| 7. | Mr. Sahebroa Wankhade | 09.30 am to 04.30 pm |
| 8. | Mr. Sanjay Dubey | 09.30 am to 04.30 pm |
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| 16. | Mr. Shantaram Katkar | 08.00 am to 04.00 pm |
| 17. | Mr. Namdev Hatangale | 08.00 am to 04.00 pm |


Mrs. Megha D. Gokhe
I/c. Principal

PRINCIPAL
Thakur Shyamnarayan College of Education & Research
Opp. Dream Park, Thakur Village,
Kandivali(E), Mumbai 400 101



Thakur Educational Trust's (Regd.)
**Thakur Shyamnarayan
College of Education &
Research
(B.Ed. College)**

Opp. Dream Park, Thakur Village, Kandivali -East, Mumbai –
40010. Tel.: 28462077 / 2885 2269
Fax: 2885 4129 Email: tscer@thakureducation.org Website:
www.tscermumbai.in

CODE OF CONDUCT



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1. Institutional Code of Conduct for Students
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 - a. Discipline
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 - c. Lab Attendant
 - d. Peon
5. Code of Conduct for Principal



6. Institutional Code of Conduct for Students

a. Discipline

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of principal
- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, (Cleanlines drive) to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four-wheeler in the campus of the institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the management
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.



b. I-Card

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 15 days from the date of admission.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to to Authority and the librarian with an application.

c. Human Values

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

d. Mobile Phones

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

e. Ragging

- Action to be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India. **MAHARASHTRA ACT NO.**



XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT,

1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding benefits.
- Debarred from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

f. Attendance

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 80% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid- semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- The student should complete all the Practicals and Term – work such as Journals, Assignments and Projects.



g. Examination

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of University of Mumbai, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating /copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment's brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university published by university examination department time to time.

h. General

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

i. For Project Work

- Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

7. Institutional Code of Conduct for Staff

a. Discipline

- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.



- All staff shall devote their time and their best efforts for the progress of the Institute.
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- Staff must be punctual, sincere and regular in their approach.
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- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status pregnancy or likelihood of pregnancy physical features, disability or impairment (physical disability or medical status)
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- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

b. Leaves

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of TSCER and Thakur Shyamanarayan College of Education & Research

8. Institutional Code of Conduct for Faculty

h. Discipline

- a. The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- b. The work plan of faculty Member should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.



i. Leaves

- a. Whenever Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the faculty must be informed with appropriate alternate arrangements suggested / Such as mails on official mail Id also Text on Whatsaap (Oofoicial).

j. Continuous Assessment

- Once the subject is allotted the Faculty should prepare lecture wise lesson plan.
 - The Faculty Member should get the lesson plan and course file - approved by Principal. The course file should be maintained as per the prescribed format.
 - The Faculty should not involve himself/herself in any unethical practice while doing continuous assessment.
 - The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
 - The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
 - The Faculty Members should interact with the coordinators and Principal or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- a. Every Faculty Member should maintain academic record book.

k. Classroom Teaching

- The Faculty Member should engage the full 60 minutes lecture and should not leave the class early.
- The Faculty Member should use "Information Communication Technology(ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The Faculty should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.



- Faculty Member must demonstrate a high standard in teaching and learning by engaging students in their learning, working to achieve high level outcomes for all students, maintaining records to manage, monitor, assess and improve student learning, using research and student achievement data to inform professional practice, engaging in reflective practice and developing their professional knowledge and teaching skills, supporting the personal and professional development of others, providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development, assisting in developing and mentoring less experienced staff members, accepting responsibility for their own professional learning and development.

l. Laboratory

- The Faculty Member should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- a. The Faculty Member should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

m. Test / Assignment / Mid-Term / Mock

- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

n. Appraisal Report

- All the Faculty Member are required to submit their Self Evaluation report and Self-Appraisal Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.



- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Principal in academic, co-curricular or extra- curricular activities.

9. Code of Conduct for Supporting Staff

a. Administrative Staff

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.
- Maintain service book of all staff of the Institute. Clerk should maintain college level/department level all document files
- Student section should ensure the eligibility of the students and prepare related documents to submit them to University of Mumbai within prescribed time limit.
- Ensure the student document verification by University of Mumbai within time limit, Submit the student Prorata, eligibility and student insurance to University of Mumbai, ensure timely submission of examination forms to University of Mumbai, ensure caste certificate/caste validity from concern divisional office, provide all necessary student data to prepare various committee reports.

b. Accountant

- Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.



c. Lab Attendant


- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

d. Peon

- Peon should report the college half an hour before the college time. Peon should maintain cleanliness of laboratories, class and staff rooms. Peon should do all the work assign by the Principal and other staff members. Peon should not leave the office until and unless the higher authority permits.

10. Code of Conduct for Principal

- The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
- The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
- As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
- The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
- With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
- The Principal has the responsibility to deliver leadership, direction and co- ordination within the College.
- Principal has the responsibility for the smooth conduct of curricular, co- curricular and extra-curricular activities of the College.


Mrs. Megha D. Gokhe
Principal

