

Date: 01/06/2023

Code of Conduct

- Thakur Shyamnarayan College of Education & Research Session Start from 01st June 2023 to 31st May, 2024.
- 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.
- 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	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



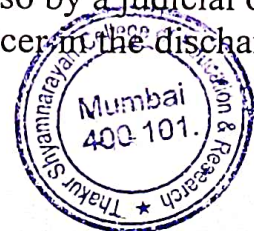
Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research
Kandivali (East), Mumbai - 400101

- 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

- 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.



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

Timings

A.Y 2023-2024		
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. Rukmanice 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
10.	Mr. Rajesh Parmar	08.00 am to 04.00 pm
11.	Mr. Vijay Govekar	08.00 am to 04.00 pm
12.	Mr. Ramesh Kadam	09.30 am to 05.30 pm
13.	Mr. Namdev Hatangale	08.00 am to 04.00 pm




Dr. Megha D. Gokhe
Principal