

St. Arnolds Education Trust
ST. ARNOLD'S NIGHT DEGREE COLLEGE
OF ARTS AND COMMERCE
(Affiliated to University of Mumbai)



CODE OF CONDUCT HANDBOOK

CODE OF CONDUCT HANDBOOK FOR ST. ARNOLDS DEGREE COLLEGE

1. Guidelines for Conduct

1. Discipline

- Students must maintain respectful behavior towards peers, faculty, and college staff.
- Obey all college regulations and directives issued by faculty or authorities.
- Misconduct or disobedience will lead to disciplinary action, including suspension.
- Maintain cleanliness and protect college property.

1.2 I-Card

- Students must carry their college ID cards at all times on campus.
- ID cards must be shown upon request by any authorized personnel.
- Lending an ID card to someone else is strictly prohibited.
- A duplicate ID card will be issued on request with an additional fee if lost.

1.3 Human Values

- Uphold and promote inclusivity, respect, and dignity towards everyone on campus.
- Avoid any form of discrimination based on race, caste, gender, or religion.
- Engage in positive activities that foster unity and mutual respect.
- Support and help fellow students in academic and non-academic matters.

1.4 Dress Code

- Students must wear appropriate and modest clothing while on campus.
- Formal attire is mandatory for certain events and seminars as instructed.
- Wearing formals during exams or practicals is compulsory, if applicable.
- Avoid attire with offensive slogans or graphics.

1.5 Mobile Phones

- Mobile phones must be switched off or kept on silent mode during classes, exams, and meetings.
- The use of phones for non-academic purposes inside classrooms is strictly prohibited.
- In case of misuse, mobile phones may be confiscated and returned after a formal warning.
- Use of mobile phones in the library or laboratory must be minimized.

1.6 Ragging

- Ragging in any form is strictly prohibited as per UGC guidelines.
- Involvement in ragging will lead to severe disciplinary action, including expulsion.
- Students are encouraged to report incidents of ragging immediately to authorities.
- A ragging-free environment is a collective responsibility of all students.

1.7 Attendance

- Students must maintain a minimum of 75% attendance in each semester.
- Leave of absence must be granted with prior approval unless in case of an emergency.
- Failure to meet attendance requirements may lead to detention from exams.
- Attendance at important events like seminars or guest lectures is compulsory.

1.8 Examination

- Students must adhere to all examination rules and regulations issued by the college.
- Any form of malpractice during exams will lead to serious consequences, disqualification.
- Students must report at the examination venue at least 30 minutes before the scheduled time.
- Personal belongings like mobile phones or smartwatches are prohibited in the examination hall.

1.9 Cyber Etiquette

- Respect the proper use of online learning platforms and social media.
- Avoid posting inappropriate content about the college or its members.
- Engaging in cyberbullying, hacking, or misuse of technology will result in disciplinary action.
- Maintain professional communication in all digital interactions.

1.10 Environmental Responsibility

- Contribute to keeping the campus eco-friendly by participating in waste management and recycling programs.
- Avoid littering and maintain cleanliness across all areas of the college.
- Actively support and promote sustainable practices in college activities.
- Participate in college-driven environmental initiatives like tree planting and clean-up drives.

1.11 Health and Safety

- Follow all health and safety guidelines, particularly during practical sessions, events, and outdoor activities.
- Report unsafe conditions or accidents immediately to the appropriate authorities.
- Participate in drills and emergency protocols for personal and community safety.
- Avoid engaging in activities that could compromise the safety of others on campus.

2. Academic Integrity

- Students are expected to exhibit honesty in all academic activities, including assignments, projects, and exams.
- Plagiarism in any form is unacceptable and will result in penalties as per college policy.
- Collaborative work is encouraged but must be clearly acknowledged where applicable.
- Falsifying academic records or misrepresenting academic accomplishments will result in disciplinary action.

3. Redressal of Grievances of Students

- Students can lodge grievances related to academic, personal, or administrative issues through the Grievance Redressal Committee.
- Complaints will be addressed confidentially and impartially, ensuring justice for all parties involved.
- Redressal mechanisms will follow a structured process within a set time frame.
- Students are encouraged to voice their concerns without fear of reprisal.

4. Gender Discrimination and Allied Harassment

- The college upholds a zero-tolerance policy toward gender discrimination and sexual harassment.
- Students must report any such incidents to the college's Internal Complaints Committee (ICC).
- Complaints will be handled discreetly and with fairness to protect victims and ensure justice.
- Regular awareness sessions on gender sensitivity and equality will be conducted.

5. Conduct for Teachers

- Teachers must uphold professionalism in all academic and extracurricular interactions.
- They are expected to treat all students with respect and maintain impartiality.
- Teachers should continuously upgrade their skills and knowledge in their respective fields.
- Ethical use of resources, avoiding plagiarism, and proper mentoring of students are expected.
- Maintain transparency in student evaluation and grading processes.

6. Conduct for Non-Teaching Staff

- Non-teaching staff must adhere to punctuality and carry out duties with diligence and honesty.
- Respectful communication and behavior towards students, faculty, and colleagues are mandatory.
- Uphold the confidentiality of student and staff records.
- Be proactive in maintaining the smooth operation of college facilities and administrative tasks.
- Report any issues related to maintenance, cleanliness, or college infrastructure promptly.

7. Conduct for Principal

- The principal must lead the institution with integrity, accountability, and vision.
- Ensure the implementation of policies that promote academic and ethical growth.
- Maintain a transparent system of administration and financial management.
- Be accessible to students and staff for addressing grievances or suggestions.
- Foster an environment that encourages innovation, research, and inclusivity.

8. Conduct for Management

- The management should ensure that the college operates in alignment with its mission and vision.
- Provide necessary resources and infrastructure to foster academic excellence.
- Ensure transparency in all financial and administrative dealings.
- Regularly review and update college policies to meet the changing educational landscape.
- Encourage and support faculty development and student welfare programs.