

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.