



SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

P. L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400 089. 9326063380 / 9326083775 sngcollege86@yahoo.co.in / sngcollegeprincipal@gmail.com

CODE OF CONDUCT

- **PROFILE OF THE COLLEGE**
- **VISION AND MISSION**
- **CODE OF CONDUCT FOR TEACHING STAFF**
- **CODE OF CONDUCT FOR NON-TEACHING STAFF**
- **CODE OF CONDUCT FOR STUDENTS**

PROFILE OF THE COLLEGE

Established in July, 1986 by Sree Narayana Mandira Samiti situated at P.L. Lokhande Marg, Chembur (west) in it's about 5 acres of greenery land with 2 multi-storied buildings and very close to Chembur railway station and mono rail and many BEST buses are regularly operating at this route serving people coming from different destinations. The College was started mainly to serve the local student community who were otherwise largely deprived of higher education but today students living across Mumbai, Navi Mumbai and Thane city seek admission. The College is permanently affiliated to University of Mumbai and recognized by UGC under Sections 2(f) and 12B of UGC Act, accredited thrice by National Assessment and Accreditation Council (NAAC) of India and it is a Malayalam Linguistic Minority Institution. .

The College is known for its strict discipline and regularity in holding lectures and has been maintaining excellent academic result. It also promotes sports and cultural activities aiming overall personality development of students. The College gives importance in inculcating the soft skills in its students to enhance their employment potential and it regularly organizes national level seminars, conferences and workshops and also organizes 'Oasis' an inter collegiate competitions in sports and cultural events every year. It also hosts many University Zonal level sports competitions in our spacious campus.

VISION

Empowerment through Higher Education to all strata of Society.

MISSION

- Quality education to all irrespective of caste, creed, socio-economic status and uplift the poor and downtrodden.
- Enhancing the personality by fostering moral and ethical values and to produce dynamic and able minded youth.

CODE OF CONDUCT FOR TEACHING STAFF

1. Professional Conduct: Teachers shall embody the ideals of teaching by being calm, patient, and amiable, promoting sound values in their professional and personal lives, and maintaining appropriate, modest dress and respectful language.
2. Continuous Growth: Teachers should pursue ongoing professional development through study, research, and active membership in professional organizations.
3. Collegial Relationships: Treat colleagues with respect and equality, avoid unfounded allegations, and handle disputes privately or through formal channels. Support colleagues' positive initiatives and avoid professional jealousy.
4. Punctuality and Attendance: Teachers should be regular, punctual, and present for all scheduled classes and institutional programs, ensuring productive student engagement in their absence.
5. Professional Meetings: Attend and actively participate in meetings convened by the Head of Department or Principal, contributing constructively and adhering to decisions made.
6. Teaching and Responsibilities: Teachers are expected to teach assigned subjects diligently, complete the syllabus on time, and strive for excellent student outcomes while incorporating ICT tools and innovative teaching methods.
7. Student Relations: Treat students with respect and fairness, considering their diverse needs, promoting their personal and community development, and providing guidance beyond class hours without seeking rewards.
8. Ethical Boundaries: Refrain from developing undue familiarity with students or inciting them against others. Avoid private tutoring or coaching that conflicts with institutional duties.
9. Community Engagement: Teachers should participate in community activities, promote national integration, and encourage students to respect authority, property, and the environment.
10. Collaboration with Parents: Maintain communication with students' guardians, providing performance reports and engaging in meetings to mutually benefit the institution and the students.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Administrative staff must be present in the office as per the timings given.
2. Leaving the campus during working hours requires the Principal's permission.
3. Staff should work diligently to ensure the effective administration of the institution.
4. Their behaviour towards students and teachers should be polite and cordial.
5. Administrative staff should maintain a decent and modest appearance.

CODE OF CONDUCT FOR STUDENTS

1. Institutional Responsibilities: Students should understand and align with the institution's goals and actively participate in its activities, following all rules, regulations, and schedules.
2. Academic Commitment: Regular study, effective use of learning resources, and thorough preparation for assessments and exams are expected of all students.
3. Behaviour and Conduct: Students must conduct themselves respectfully on and off-campus, adhering to the institution's dress code, greeting protocols, and maintaining discipline, especially during classroom sessions and college events.
4. Respect for Authority: Students should show respect to teachers, administrative staff, and the institution's property. Insubordination, misconduct, or actions that harm the institution's reputation will result in serious disciplinary action.
5. Attendance and Participation: Regular attendance, punctuality, and active participation in college activities, including cultural and educational programs, are mandatory. Students should remain on campus during class hours unless special permission is granted.
6. Prohibited Activities: Political activism, unauthorized meetings, and the use of alcohol, drugs, or any harmful substances are strictly forbidden on campus. Violations will lead to immediate expulsion.

7. Ragging and Misconduct: Ragging is strictly prohibited and will be punished according to UGC regulations. Misconduct or unethical behaviour will not be tolerated and may result in removal from the institution.

8. Identity and Safety: Students must always wear their college-issued identity cards and follow safety guidelines, especially during trips, which require prior approval, parental consent, and proper supervision.

9. Property and Environment: Students must respect and protect the college environment, avoiding any damage to property. Any damages caused will be charged to the responsible students.

10. Library and Sports Rules: Students are supposed to follow and adhere to the rules and regulations to be followed in the library and during sports activities.



Principal
Sree Narayana Guru
College Of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai - 400 089.