



**KELKAR EDUCATION TRUST's
V.G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)
Mithagar Road, Mulund East, Mumbai – 400081 Re-accredited (4th Cycle) by NAAC
with “A” Grade**

CODE OF CONDUCT

Code of Conduct for Students

The college website has an updated prospectus mentioning the code of conduct that the students are expected to follow. Violation of any of the following rules and regulations specified will lead to disciplinary action.

Students are expected to:

- Maintain an environment conducive to academic pursuits by behaving respectfully at all times and refraining from making any derogatory or offensive remarks related to religion, caste, creed, or any personal identity.
- Maintain regularity and punctuality in attendance, ensuring at least 75% attendance in each subject or group of subjects.
- Carry their identity card at all times within the college premises and present it to College Authorities whenever required.
- Ensure that no outsider enters or is entertained within the college premises without prior permission from concerned authorities.
- Keep the campus clean and hygienic by responsibly disposing waste in designated garbage bins.
- Avoid unnecessary gathering, loitering, or creating disturbances in corridors and other common areas of the college that may disturb lectures and practicals.
- Conserve energy by switching off lights, fans, and other electrical appliances before leaving classrooms or shared spaces.
- Stay informed by regularly checking the college website and notice boards for announcements, schedules, and updates.
- Provide valid medical documentation, including prescriptions and certificates from a registered physician, in cases of prolonged or repeated absence due to health reasons.

- Be present in the classroom at the scheduled time for all lectures, practicals and academic activities.
- Seek prior permission from the concerned teacher before entering or leaving the classroom during ongoing lecture sessions.
- Refrain completely from engaging in ragging inside or outside the college premises, acknowledging that strict disciplinary action will be taken against offenders (UGC Regulation 2009).
- Demonstrate polite, courteous, and respectful behavior towards teachers, non-teaching staff, and fellow students.
- Take responsibility for maintaining and protecting college property, ensuring that no damage is caused. Strict penalty will be imposed on those causing damage to college property.
- Abstain from the consumption or possession of tobacco in any form, including cigarettes, gutkha, or similar substances, within the college premises.
- Refrain from using mobile phones, tablets, or similar electronic devices in classrooms, examination halls, libraries, laboratories, and corridors.
- Dress in a simple, neat, and decent manner appropriate for an academic environment, avoiding attire such as sleeveless or short tops, shorts, or ripped jeans that may be considered inappropriate for a suburban college.

Code of Conduct for Teaching Staff

Faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by rules and regulations of the college and be diligent and punctual in carrying out all duties.

Faculty is expected to:

- Follow guidelines of the UGC and University of Mumbai in keeping with teaching, learning and other responsibilities expected from teaching faculty.
- Perform all examination related tasks assigned to them by the University of Mumbai and College Authorities
- Maintain punctuality by reporting to college for lectures and all other activities on time
- Display due diligence in the performance of duty.
- Remember that no leave is a right and follow the leave rules and regulations of the college.
- Ensure the all-round development and well-being of the students.

- Avoid gossip with students; especially gossip related to faculty members.
- Be respectful towards members of the Management, college authorities and colleagues
- Ensure fulfilment of responsibilities as Chairpersons/Coordinators/ In Charge of Committees and Associations
- Ensure fullest cooperation and participation in all extracurricular and co-curricular activities

Code of Conduct for Administrative Staff

Administrative staff is expected to:

- Assist and support the academic and administrative departments of the college
- Follow rules and regulations pertaining to attendance and discipline as laid down by the College Authorities
- Display due diligence in the performance of duty
- Perform all examination related tasks assigned to them by College Authorities
- Maintain punctuality
- Remember that no leave is a right and follow the leave rules and regulations of the college.
- Be respectful towards members of the Management, college authorities and colleagues
- Ensure fulfilment of responsibilities as Chairpersons/Coordinators/ In Charge of Committees and Associations
- Ensure fullest cooperation and participation in all extracurricular and co-curricular activities as sought by the College Authorities.