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# Prahladrai Dalmia Lions College of Commerce & Economics

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**Handbook on Code of Conduct**



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## **1. Institutional Code of Conduct for Students**

- All students should be present on the college campus well in time for their academic activities.
- Students should wear their identity cards whenever they are present on the college campus.
- Students should respect all teachers and non-teaching staff and maintain courteous behaviour on campus.
- Students should wear decent clothes on campus. At the time of presentation, students are expected to be in formal wear.
- Students shall keep their phones in silent mode while they are on the college campus. If they fail to do so, they will have to pay a fine of Rs. 500/-.
- Smoking, drinking, ragging and other objectionable activities are strictly prohibited on the college campus.
- It is compulsory for students to maintain a minimum 75% attendance record.
- Students are expected to reach the college campus 20 minutes before the examination.
- During the examination, if students are found using any unfair means, they will be strictly punished by the concerned authorities.
- All leave applications should be submitted well in time to the concerned faculty members.
- It is the responsibility of students to keep the college campus neat and clean.
- Students are instructed to follow the guidelines given by the project guide from time to time and make timely submission of their projects.
- Students shall use institutional digital resources responsibly and shall not misuse accounts, data, devices, or online communication channels.
- Students shall maintain respectful conduct in classrooms, online groups, e-mail, learning platforms, and social media where the institution or its stakeholders are involved.
- Any grievance relating to academic, administrative, disciplinary, safety, ragging, harassment, discrimination, or campus conduct may be reported through the appropriate institutional mechanism as notified by the college from time to time.

## 2. Code of Conduct for Teaching Staff

*Adapted from the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2018, and related professional ethics guidance.*

### **TEACHERS' CODE (General) - Teachers should:**

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research.
- (iv) Express free and frank opinion through participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and the profession through them.
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars, and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University, such as assisting in appraising applications for admission, advising and counselling students, as well as assisting in the conduct of University and college examinations, including supervision, invigilation, and evaluation.
- (viii) Participate in extension, co-curricular, and extra-curricular activities, including community service.

### **a. TEACHERS AND STUDENTS**

Teachers should:

- (i) Respect the right and dignity of students in expressing their opinions.
- (ii) Deal justly and impartially with students regardless of religion, caste, political, economic, social, gender, disability, or other personal characteristics.
- (iii) Recognize differences in aptitude and capability among students and strive to meet their individual needs.
- (iv) Encourage students to improve their attainments, develop their personalities, and contribute to community welfare.
- (v) Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism, and peace.
- (vi) Be supportive to students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention only to the attainment of the student in the assessment of merit.
- (viii) Make themselves available to students beyond class hours, as reasonably possible, and help and guide students without any remuneration or reward.
- (ix) Aid students in developing an understanding of national heritage and national goals.
- (x) Refrain from inciting students against other students, colleagues, or the administration.

### **b. TEACHERS AND COLLEAGUES**

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues before higher authorities.
- (iv) Refrain from allowing considerations of caste, creed, religion, race, or sex to influence their professional endeavour.

### **c. TEACHERS AND AUTHORITIES**

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession while initiating steps through their own institutional bodies and/or professional organizations for change of any rule detrimental to their professional interest.
- (ii) Refrain from undertaking any other employment or commitment, including private tuitions and coaching classes, which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharging the responsibilities that such offices may demand.
- (iv) Co-operate through their organizations in the formulation of policies of other institutions and accept offices as required.
- (v) Co-operate with the authorities for the betterment of the institution, keeping in view the interest and dignity of the profession.
- (vi) Adhere to the conditions of contract.
- (vii) Give and expect due notice before a change of position is made.
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and, as far as practicable, with prior intimation, keeping in view their responsibility for completion of the academic schedule.

### **d. TEACHERS AND NON-TEACHING STAFF**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the educational institution.
- (ii) Teachers should help in the functioning of joint staff councils covering both teachers and non-teaching staff.

### **e. TEACHERS AND GUARDIANS**

Teachers should:

- (i) Work through institutional mechanisms to maintain contact with the guardians of students, send reports of student performance whenever necessary, and meet guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

### **f. TEACHERS AND SOCIETY**

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.

- (iii) Be aware of social problems and take part in activities conducive to the progress of society and the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities, and shoulder responsibilities of public office when called upon to do so.
- (v) Refrain from taking part in, subscribing to, or assisting in any activity that promotes feelings of hatred or enmity among different communities, religions, or linguistic groups, and actively work for national integration.

### **3. Code of Conduct for Supporting Staff**

- Courteous and polite behaviour is expected from all employees of the institution.
- Correct and respectful language should be used in the academic institution.
- No employee should take leave without prior permission. In case of medical leave, the employee should provide a proper medical certificate.
- Staff should maintain an appropriate level of confidentiality with respect to student and staff records.
- It is the responsibility of peons and clerks to support the teaching staff in administrative matters such as printing, notice circulation, and related institutional work.
- All staff members shall use institutional property, records, devices, and communication systems responsibly and only for authorized purposes.

### **4. Code of Conduct for Head of the Department**

- The workload of all the core faculty members should be decided by the Head of the Department.
- The Head of the Department should hold a weekly meeting of the core faculty members.
- The Head of the Department should keep a check on the administrative and academic progress of the faculty members in the department.
- The Head of the Department should take feedback from students for qualitative analysis of teaching and learning practices.

### **5. Code of Conduct for Principal**

The Principal is the administrative head of the institution.

- The Principal should monitor the administrative and academic progress of the institution.
- The Principal should take all necessary steps to maintain discipline in the institution.
- The Principal should encourage faculty members to participate in seminars and workshops.
- The Principal should provide motivation to faculty members to author textbooks and publish research papers.
- The Principal should motivate the faculty, administrative authorities, and supporting staff so that they can play their respective roles more effectively.
- The Principal should ensure short-term and long-term plans for the development of the institution.

## 6. Code of Conduct for College Development Committee

- The meeting of the College Development Committee should take place at least four times a year.
- The committee members should prepare an overall development plan regarding academic, administrative, and infrastructural growth.
- The committee should also plan new courses for the overall development of students.
- The committee should provide necessary suggestions to strengthen the research culture in the institution.
- The committee is expected to discuss the reports of the Internal Quality Assurance Cell and make suitable recommendations.
- The committee should provide necessary suggestions for the major annual events of the college.
- The committee is responsible for preparing an annual report on the work done by the committee members.

## 7. Professional Ethics

- Staff members should avoid any activity that may involve stakeholders in any practice not consistent with the Code of Conduct of the institution.
- Staff should treat students, parents, and colleagues in a polite and respectful manner.
- Staff members should maintain confidentiality with regard to the identity and details of students and employees.
- Staff members should respect the rights, roles, and opinions of colleagues.
- No employee shall misuse position, authority, institutional resources, or privileged information for personal gain.

## 8. Code of Ethics for Research

**Honesty:** All faculty members and students should be honest and sincere in research communication, methods and procedures, data, results, and publication status. Data should not be fabricated, falsified, or misrepresented.

**Confidentiality:** Researchers should maintain confidentiality in their communication, such as manuscripts, projects, or grants submitted for publication, and in all personal records and information used for research.

**Legality and Compliance:** Researchers should be familiar with institutional and governmental policies and procedures regarding intellectual property, copyright, plagiarism, cyber laws, and allied legal requirements.

**Social Responsibility:** Faculty members and students undertaking research should make constant efforts to support the social well-being of society. Any social harm through research should be avoided.

**Care and Accuracy:** Researchers should carefully inspect and justify their work. They should maintain the quality of their paperwork and records of research activities such as research design, methodology, data collection, data analysis, and interpretation of data.

**Acknowledgement:** Proper credit should be given to all contributors, sources, and prior work. Authorship, citation, and acknowledgement should be fair, accurate, and transparent.

## **9. Student Grievance Redressal, Anti-Ragging and Campus Safety**

- The institution shall maintain an appropriate student grievance redressal mechanism in line with applicable UGC requirements and institutional notifications issued from time to time.
- Students shall be able to raise grievances relating to academic matters, administrative matters, examination processes, infrastructure, student services, discrimination, or unfair treatment through the notified mechanism.
- Complaints should be handled with fairness, confidentiality, and due process, and the concerned parties shall co-operate with any inquiry or redressal process.
- The institution follows a zero-tolerance approach towards ragging, bullying, intimidation, threats, coercion, or humiliating conduct in any form, whether on campus, off campus in connection with college activities, or through digital means.
- All students and staff members shall promptly report ragging-related incidents or safety concerns to the Anti-Ragging Committee/Cell/Squad or any competent college authority as notified.
- Awareness measures, reporting channels, and preventive steps shall be displayed or communicated by the institution from time to time in accordance with applicable rules and good practice.
- Any retaliation against a complainant, witness, or person participating in a grievance or safety-related inquiry is prohibited.

## **10. Prevention of Sexual Harassment and Gender-Sensitive Conduct**

- The institution is committed to providing a safe, secure, dignified, and inclusive environment for all students and employees.
- Sexual harassment in any form is prohibited and shall be dealt with through the appropriate institutional mechanism in accordance with applicable law and UGC requirements.
- Complaints may be made to the Internal Complaints Committee or other competent authority as notified by the institution from time to time.
- All complaints shall be handled with sensitivity, confidentiality, fairness, and due process.
- Retaliation, victimisation, intimidation, or hostile treatment of any complainant, respondent, witness, or committee member is prohibited.
- This standard of conduct extends to classrooms, offices, laboratories, common areas, official events, field visits, online interactions, and all institution-related platforms or activities.

## **11. Digital Conduct and Cyber Hygiene**

- All stakeholders shall use institutional computers, networks, Wi-Fi, e-mail, learning management systems, and official digital platforms responsibly and only for legitimate academic or administrative purposes.
- Passwords, devices, student records, and official data shall be protected from unauthorized access, disclosure, copying, or misuse.
- Cyberbullying, impersonation, identity misuse, data theft, circulation of offensive material, tampering with digital records, or unauthorized access to accounts, systems, or examination-related material is strictly prohibited.
- Software, digital content, and online resources shall be used in accordance with applicable copyright, licensing, and intellectual property requirements.
- Suspicious messages, phishing attempts, malware incidents, or data-security concerns should be reported promptly to the competent institutional authority.
- Students and employees are expected to follow safe cyber practices, including strong passwords, secure handling of files, cautious use of links and attachments, and responsible use of social media in matters connected with the institution.

## **12. Composition of Committee In-charge of the Implementation and Review of Code of Conduct**

- Prof. Dr. D. N. Ganjewar (Principal and Convenor)
- Dr. Madhavi Nighoskar (Vice Principal - Member)
- Ms. Subhashini Naikar (Vice Principal - Member)
- Dr. Emelia Noronha (IQAC Coordinator - Member)
- Ms. Rasika Patkar. (Registrar - Member)

## **13. References**

1. University Grants Commission. UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2018.
2. University Grants Commission. Report of the Task Force on Code of Professional Ethics for University and College Teachers.
3. University Grants Commission. UGC (Redressal of Grievances of Students) Regulations, 2023.
4. University Grants Commission. UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.
5. University Grants Commission. UGC (Curbing the Menace of Ragging in Higher Educational Institutions) Regulations, 2009, as amended.
6. University Grants Commission. Handbook on Basics of Cyber Hygiene for Higher Education Institutions, 2024.

## 14. Handbook details

Handbook Prepared on: **June 2018**

Policy No: **DV HB-CC/ 04**

Policy Prepared by: **Code of Conduct Committee**

Handbook Approved by IQAC

Revised date July 2024

IQAC Chairperson & Principal: **Prof. Dr. D. N. Ganjewar (Name and signature)**



A handwritten signature in black ink, appearing to be "Prof. (Dr.) Digambar N. Ganjewar".

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