



Smt. Fatimabai M.S. Educational Trust's
MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)
(Affiliated to University of Mumbai)

CODE OF CONDUCT FOR STUDENTS

1. Students should treat their peers, professors, and staff with respect and courtesy at all times, regardless of differences in opinions or backgrounds.
2. Students must uphold the principles of honesty and integrity in all academic work, including exams, papers, and assignments. Cheating, plagiarism, and other forms of academic dishonesty are strictly prohibited.
3. Students are expected to attend all classes and actively participate in discussions and group activities. Regular attendance is crucial for academic success and demonstrates respect for the professor and fellow students.
4. Students should conduct themselves in a professional manner both on and off campus, treating all individuals with respect and dignity. Disruptive or inappropriate behavior will not be tolerated.
5. Students are expected to respect and care for campus facilities and property. Vandalism, theft, or destruction of property is strictly prohibited.
6. Students are responsible for their own actions and decisions, both academically and personally. They should strive to make ethical choices and take ownership of their academic and personal growth.
7. Students should prioritize their health and safety, including physical and mental well-being. They should abide by campus regulations and guidelines to maintain a safe and healthy learning environment.
8. Students should communicate effectively with professors, staff, and fellow students, seeking help or clarification when needed. Collaboration with peers is encouraged, but students should always give proper credit for contributions.
9. Students should embrace diversity and inclusivity, respecting individuals from different backgrounds, cultures, and identities. Discrimination, harassment, and intolerance will not be tolerated.
10. Students are expected to comply with all college policies, rules, and regulations, as outlined in the student handbook or code of conduct. Violations of these rules may result in disciplinary action.



S. D. Lokhande
Principal
Mumbra College of Arts & Commerce
(Night) Mumbra.



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CODE OF CONDUCT FOR TEACHERS

1. Treat all students with respect and professionalism.
2. Maintain a positive and inclusive learning environment for all students.
3. Avoid discriminatory behavior or language based on race, gender, religion, sexual orientation, or any other personal characteristic.
4. Be prepared and organized for each class session.
5. Communicate clearly and effectively with students about course expectations, assignments, and deadlines.
6. Provide constructive feedback to students on their work in a timely manner.
7. Respect student privacy and confidentiality.
8. Avoid engaging in any form of romantic or inappropriate relationships with students.
9. Refrain from using derogatory language or behavior towards students.
10. Adhere to the college's policies and procedures regarding academic integrity, grading, and student conduct.



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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. Treat all students, faculty, staff, and visitors with respect and integrity. Be courteous and professional in all interactions, both in person and online.
2. Maintain confidentiality of all student and employee records and information. Do not disclose sensitive or personal information to unauthorized individuals.
3. Adhere to all college policies and procedures, including those related to attendance, punctuality, dress code, and use of college resources.
4. Avoid conflicts of interest and refrain from engaging in any activities that may compromise your impartiality or integrity.
5. Stay up-to-date on industry trends and best practices through training, workshops, and professional development opportunities.
6. Take ownership of your responsibilities and hold yourself accountable for your actions and decisions.
7. Maintain open and clear communication with students, faculty, staff, and supervisors. Respond promptly to inquiries and requests for assistance.
8. Work collaboratively with colleagues and departments to achieve common goals and objectives.
9. Take necessary precautions to ensure a safe and healthy work environment for yourself and others. Report any hazards or incidents to the appropriate authorities.
10. Strive for excellence in your work and seek feedback from supervisors, colleagues, and stakeholders for continuous improvement.



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