

Vidya Prasarak Mandal's
K.G.Joshi College of Arts & N.G.Bedakar College of Commerce
(Autonomous),Thane.

Preamble

The organization believes in value system based on mutual trust, respect and cooperation leading to holistic development of stakeholders; taking vision of parent body ahead,

प्रज्वलितोज्ञानमयप्रदीपः ।

Code of Conduct Teaching Staff

1. Teachers in such a prestigious Higher Education Institution are expected to be committed to the cause of Higher Education & dedicated in their efforts
2. Teachers' ought to adhere to a responsible pattern of conduct in the institute.
3. They ought to manage their private affairs in a manner consistent with the dignity of profession.
4. Teachers are expected to indulge into professional growth by continuous study and research.
5. Teaching Staff members must participate actively in meetings and express their opinion for positive contribution in the education.
6. All teachers must sincerely perform their duties related to teaching, mentoring, tutorial, and practices with utmost dedication.
7. They ought to cooperate and assist in all functions of the institution related to educational and administrative responsibilities.
8. Teachers' ought to participate in extension, co-curricular and extra-curricular activities of the college.
9. They ought to respect the right of dignity of all members of the institution.
10. They ought to wear decent attire and preferably hand-spun khadi once a week.
11. They should have commitment towards wellbeing of students for the overall growth of the institution.
12. They must have mutual respect and brotherhood and cooperation among each other and should create helping atmosphere within the institution.

Code of Conduct Administrative Staff & Non-teaching

1. Staff members are expected to report on time as per the office timings of the college.
2. Administrative staff ought to adhere to the rules and regulations of the college.
3. Any material information related to exam, result or other matters must not be disclosed to any outside party in order to maintain the confidentiality and privacy
4. They ought to respect the right of dignity of all members of the institution.
5. They ought to cooperate and assist in all functions of the institution related to administrative responsibilities
6. They ought to be available for answering queries of students or parents.
7. They are expected to be committed to overall growth of the institution
8. They are expected to be committed to the changed IT mode and adopt themselves to the same