

**Handbook**  
**on**  
**Code of Conduct**  
**For Staff**

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**Sree Narayana Guru College of  
Commerce,Chembur  
CODE OF CONDUCT FOR STAFF**

## INTRODUCTION

Sree Narayana Guru College of Commerce, Chembur was established in 1986 by established in July, 1986 by Sree Narayana Mandira Samiti situated at P.L. Lokhande Marg, Chembur (west) 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 to serve the local student community who were otherwise by and large deprived of higher education. The College is recognized by UGC under Sections 2(f) and 12B of UGC Act 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. It regularly organizes national level seminars, conferences and workshops and also organizes 'Oasis' inter collegiate competitions in sports and cultural events every year. It also hosts many University Zonal level sports competitions in our spacious campus.

## Institutional code of professional conduct

### **For administration:**

1. The administrator should provide the effective academic and administrative leadership to the institution.
2. The principle of decentralization and participative management should be followed in the institutional practices.
3. The administrators should look after the effective implementation of e-governance in the different areas of administration.
4. The administrator should give proper representation considering social inclusiveness.
5. The college administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
6. The administrator should ensure welfare of staff and students.
7. The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
8. The college administrators should respect the rights of the colleagues and the students while performing his duties.
9. The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
10. The college administrators should perform his duties in non-discriminatory manner.
11. The college administrators should maintain financial transparency and delivery.
12. The college administrators should make the utmost efforts to develop the institution in versatile manner.
13. The college administrators shall take responsible action to maintain educational ambience.
14. The college administrators should keep the interest of institute above the personal.

**For teachers:**

1. A teacher should teach such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
2. A teacher is responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and high quality, and evaluating progress of students.
3. A teacher may not delegate his or her responsibilities to any person who is not a teacher.
4. A teacher should act with honesty and integrity of their work.

5. A teacher should avoid conflicts between professional and private interests, which could affect the professional ethics.
6. A teacher should respect the privacy of others and confidential information confessed by the colleagues and students.
7. A teacher does not engage in activities, which adversely affects the qualities of professional ethics.
8. A teacher should integrate his teaching, learning with his or her research

