



BOMBAY BUNTS ASSOCIATION'S

BUNTS COLLEGE OF HIGHER EDUCATION (NIGHT COLLEGE)

'Bunts Centre', Shashikala Manmohan Shetty Complex, Bunts Centre Marg, Plot No. 42, Sector-24, Off. Gaondevi Chowk, Junagar (W), Near Bharat Petrol Pump, Navi Mumbai - 400 706. Phone : (022) 27703156 Email : bba.bche@gmail.com

Ref.:

Date :

Code of Conduct for Principal

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented by relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders are issued by the University authorities, other regulatory bodies and the Management, from time to time.
3. The Principal has to assure the competence and effectiveness in every administrative plan. Academic as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the stakeholders of Institute.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction given by the regulatory authority. Actions taken by the Principal should be impartial with transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.



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Code of Conduct for Teaching /Non-Teaching staff of College

1. Every Teaching /Non-Teaching staff employed in college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
(1-A) It shall be the duty employed Teaching /Non-Teaching staff to do any work in connection with an examination conducted by the University or college itself, which he/she is required to do by the Vice-Chancellor or the Registrar of the University / by the Principal of the College, as the case may be.
2. No employed Teaching /Non-Teaching staff shall absent himself from his/her duties without prior permission, in case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
3. No employed Teaching /Non-Teaching staff shall engage directly or indirectly in any trade or business, remunerative work like private tuition, etc, specific permission of the college authorities in writing shall be obtained.
4. When a employed Teaching /Non-Teaching staff seeks to accept honorary work without detriment to his duties, prior permission of the Authority in writing shall be obtained.
5. An employed Teaching /Non-Teaching staff, when involved in criminal proceedings, shall inform the Authority of such proceedings.
6. No employed Teaching /Non-Teaching staff shall engage himself in any political activity. He shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
7. No employed Teaching /Non-Teaching staff shall contest or participate in or canvas for any election. Such restriction will not, however, apply to the teachers in respect of elections to the teachers' constituencies.




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8. No employed Teaching /Non-Teaching staff shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests.
9. No employed Teaching /Non-Teaching staff shall engage himself or participate in any activity which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.



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Code of Conduct for Students ^{Date :}

WARNING AGAINST RAGGING

Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint & drop the letter into the Complaint Box kept in front of the Principal's Office. Ragging is a serious criminal offence that involves severe punishment in the form of dismissal from the College and police action that can result in imprisonment.

Rules Regarding Attendance and Leave of Absence

1. It shall be the duty of every student to attend classes regularly and punctually.
2. No student shall absent himself/herself from any class without proper application for leave. Application for leave must be made beforehand in the prescribed form. If absence is necessitated by unforeseen circumstances, an application for leave must be submitted not later than the first day of his/her return to the college. Leave applied for in time will ordinarily be granted when proper reasons are given. In case of sickness exceeding five days, the HOD/Principal may demand a Medical Certificate in support thereof.
3. Leave applications should be countersigned by parent or guardian.
4. Leave applications should be submitted by students to their respective HODs.
5. If a student absents himself/herself without informing of leave for a period of ten working days, he/she is liable to be taken off the rolls.
6. A student must attend at least 75% of the working days to earn his/her term.
7. A student's attendance, his/her academic progress and conduct as assessed by the staff and the Principal will be the only consideration for promotion to the next academic year or selection for the University Examinations. The Principal may at his discretion require a student who does not show adequate progress in studies or who is irregular in attendance to withdraw from the college.
8. Students, who represent the college at debates/seminars/cultural meets/sports/games and other extra-curricular activities like NCC, NSS etc. And will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge.




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General Code of Conduct for Students

Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to preserve the goodwill and reputation of the college.

1. The College commences work with the National anthem played over the public address system. All students, whether inside or outside the classroom, shall stand in silence during the anthem. They should not be found talking or walking during the anthem.
2. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
3. Students are expected to be punctual to classes. Late comers will be admitted only in exceptional cases and with the permission of the HODs.
4. Loitering on verandas, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, playgrounds and other such places inside the college campus.
5. While moving from one class to another, strict silence must be observed.
6. Whenever students are free, they are expected to go to the Library. During free periods, they are advised to collect sports goods from the Sports Incharge and play in the ground.
7. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
8. Students are expected to read all the circulars put up on the Notice Board and act accordingly.



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9. Use of cell phones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cell phones would be confiscated, if students are found using them inside the classroom.
10. Possession of cell phones inside the examination hall is strictly banned. Bringing and keeping cell phones, cash and other valuables in their bags at the time of University examinations will be at students' own risk. College authorities cannot help in cases of theft and consequent loss. Students are advised not to bring cell phones and other valuables at the time of University examinations.
11. Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.
12. The principle of Ahimsa, which is one of the fundamental tenets of Hinduism prohibits the consumption of non-vegetarian food. Use of non-vegetarian food inside the College campus is strictly banned.
13. Students shall not involve in any form of ragging inside or outside the College campus.
14. Students should remit course fees in time. Names will be struck off the rolls and TC will be given to students who do not remit the fees even after the last date of payment of fees with fine.
15. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.
16. Students should not make any payments to anybody without the knowledge and consent of the Principal.



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17. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the Principal.
18. No student shall enter the College Office except on business and at the stipulated time.
19. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.
20. Every student should possess Identity Card with his/her photo affixed on it duly attested by the Principal. Students are expected to wear their rope identity cards inside and outside the class. Identity Card shall be shown on demand in college office, library, and while applying for railway/bus concession, and while participating in inter-collegiate events. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gates.
21. A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.





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