

7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Sr. No.	Details
1	Mumbai University code of conduct circular for Teachers
2	Code of Conduct for Students
3	Library Rules



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क्र./अनिवि/आयसीडी/२०१५-१६/२५५

परिपत्रक

विद्यापीठातील सर्व विभागाचे संचालक/विभागप्रमुख, प्राचार्य, सर ज.जी. वास्तुशास्त्र महाविद्यालय व ग्रंथपाल, विद्यापीठ ग्रंथालय तसेच प्राचार्य/संचालक, सर्व संलग्नित महाविद्यालये/संस्था यांना कळविण्यात येते की, दिनांक ५ नोव्हेंबर, २०१४ रोजी झालेल्या व्यवस्थापन परिषदेच्या बैठकीत विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) तयार करण्याकरिता नेमलेल्या समितीने सादर केलेल्या मसुद्याला दिनांक २७ जुन, २०१५ रोजी झालेल्या व्यवस्थापन परिषदेच्या बैठकीत बाब क्र. १३ अन्वये मान्यता देण्यात आली.

पुढे असाही ठराव करण्यात आला की, विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) वर आपल्या जर काही सूचना असतील तर त्या लिखित स्वरूपात देण्यात याव्यात व त्या सुचनांवर चर्चा करून आवश्यकतेनुसार मसुदयामध्ये समावेश करण्यात येईल.

विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) सोबत जोडत असून आपल्या सूचना लिखित स्वरूपात अध्यापक नियुक्ती विभागास त्वरित पाठविण्यात याव्यात.

मुंबई-४०० ०३२
२९ ऑगस्ट, २०१५

कुलसचिव

प्रति,

विद्यापीठातील सर्व विभागाचे संचालक/विभागप्रमुख, प्राचार्य, सर ज.जी. वास्तुशास्त्र महाविद्यालय व ग्रंथपाल, विद्यापीठ ग्रंथालय.

माहितीसाठी आणि पुढील कार्यवाहीकरिता रवाना:-

१. कुलगुरूंचे कार्यकारी सचिव
२. प्र-कुलगुरूंचे स्वीय सहायक
३. कुलसचिवांचे स्वीय सहायक
४. संचालक, महाविद्यालये व विद्यापीठ विकास मंडळ
५. वित्त व लेखा अधिकारी
६. स्थानापन्न उपकुलसचिव, कार्यकारी प्राधिकरणे विभाग. व्यवस्थापन परिषद दि. २७ जुन, २०१५ बाब क्र. १३ नुसार पारित झालेल्या ठरावाचा कार्यवाही अहवाल.

कुलसचिव

39/12/15



UNIVERSITY OF MUMBAI

CODE OF CONDUCT FOR UNIVERSITY AND COLLEGE TEACHERS

Introduction- The contribution which the teaching profession makes to society is significant.

Whoever accepts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his concepts and practice. The national ideals of education which already been set forth and which he/she seek to inculcate among students must be his, her own ideals. Teacher should be caring, fair and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development. He should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity etc.

A teacher should take pride in having joined the teaching profession and under no circumstances should express his/her disregard for the profession by repenting his/her decision.

University Grants Commission prescribed measures including Code of Professional Ethics for teachers. However, in spite of the expectation of the voluntary observance of the code, some cases of violation or partial adherence to it are likely to occur. Therefore, in order to ensure that all members of the profession follow the ethical principles enshrined in the code of professional ethics, University of Mumbai prepared this Code of Conduct for University and College teachers under its jurisdiction.

This code of conduct for teachers will enhance and deepen the confidence and trust that society places in teachers.



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definitions given in the Act and in the Statutes shall be applicable to these Rules regarding Code of Conduct, unless there is anything repugnant in the subjects or context

- 1 "Act" means the Maharashtra Universities Act, 1994,
- 2 "Appointing Authority" means the authority empowered to make appointment of a Teacher.
- 3 "Appellate Authority". means the authority means, the authority prescribed by the Management Council of the university.
- 4 "Disciplinary Authority" means the Vice Chancellor/ Management of the College as the case may be,
to impose on an Teacher any of the penalties specified in the schedule,
- 5 "Head" includes Head of the University department (or Schools)/ Recognized Institution/ Principal of the affiliated college.
- 6 "Institution" includes University departments (or Schools)/ affiliated colleges / recognized Institutions
- 7 "Management" includes Management of an affiliated college,
- 8 "Prescribed authority" means the Vice-Chancellor or the authority prescribed by the Board of Management Council of the university for the purpose of these rules as a whole or for any individual rules.
- 9 "Schedule" means the schedule appended to these rules.
- 10 " State Government" means the Government of Maharashtra.
- 11 Teachers means as defined in the MU Act 1994 and also includes teacher working on temporary, adhoc, part time or on clock hour basis
- 12 "University" means the University of Mumbai.


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3 "Vice-Chancellor/ Registrar means the Vice-Chancellor and Registrar of the University of Mumbai,

The following shall be the rules governing the code of conduct for teachers:-

- ✓ 1 A teacher shall comply with the provisions of the Act, Government Resolutions, Statues, Ordinance, Regulations, Rules, Circulars and other directions issued thereunder from time to time by the University and the Central and the State Government,
- 2 A teacher shall not in the course of his/her duties disobey, disregard or wilfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Head/Management/University. A teacher shall, however, have the right to express his/her difference with the policies and decisions of the institutions/management/authorities and officers of the University.
- 3 A teacher shall not commit acts of insubordination and defies lawful orders.
- ✓ 4 Every teacher shall at all times maintain absolute integrity and devotion to duty.
- ✓ 5 Every teacher shall devote himself diligently to his work and utilize his time to the service of the University or the college, as the case may be, and to the cause of education and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.
- ✓ 6 It shall be incumbent on every teacher to perform the academic duties such as preparation of lectures, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance etc. A teacher shall engage classes regularly and punctuality and impart lessons and instructions, do such internal


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assessment/examinations evaluation as the Head of the Institution shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

- ✓ 7 A teacher shall report to the duty regularly and punctually.
- ✓ 8 A teacher shall sign the attendance register on arrival and also before leaving the campus after the working hours. A Head of the institution shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head .
- 9 A Head of the institution shall keep record of attendance of the teachers working in his institution. Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
- ✓ 10 A teacher shall devote the requisite number of teaching hours as assign by the Head of the Institution according to the teaching work load,
- ✓ 11 A teacher shall not neglect in correcting practical records, class work or home-work done by the students;
- 12 A teacher while being present in the institution shall not, absent himself (Except with the previous permission of the principal of the school) from classes which he is required to attend,
- 13 A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of institution to do so,
- ✓ 14 A teacher shall not leave the institution during working hours without the permission of the head of the institution. A teacher leaving the institution for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency,
- ✓ 15 A teacher shall not remain absent from the institution without leave or without the previous permission of the Head of the Institution//Management/University,

provided that where such absent without leave or without the previous permission, is due reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the code of conduct if, on return to


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duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.

- ✓ 16A teacher shall report for any additional duty assign by the Head of Institution/Management/University, whether before or after the working hours.
- ✓ 17A teacher shall do all work connected with extra curricular and co-curricular activities assigned to him from time to time by the Head of his Institution/Management/University,
- 18A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment /home examinations conducted by the institution. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, working as a member of team of squad/ observer, coding - decoding of answer books, coordinating work of Central assessment etc. assigned to him by the University or by the Head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties.
- 19A teacher shall not partial in assessment of a student or deliberately over mark, under mark or victimize a student/s on any grounds.
- ✓ 20A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.
- ✓ 21A teacher shall not discriminate against any student on political grounds or for reasons of caste, creed, sect, religion, sex, nationality or languages or for reasons of personal nature.
- 22A teacher shall not practice or incite any student to practice casteism, communalism or untouchability;


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- 23 A teacher shall not use his position to spread their political, religious or other ideologies among Student/s,
- 24 A teacher shall not propagate through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities,
- 25 A teacher shall not behave or encourage or incite student/s, teacher/s or employee/s to behave in a rowdy or disorderly manner in the institution premises;
- 26 A teacher shall not cause or incite any other person to cause any damage to the institution property;
- 27 A teacher shall not incite students or teachers against other students or teachers, colleagues or administration/governing body of the college and the university, This does not interfere with the right of a teacher to express his opinion on principles in seminars etc.,
- 28 A teacher shall help the Head of the institution to enforce and maintain discipline amongst the students.
- 29 A teacher shall work in the best of interest of students and of university/institution,
- 30 A teacher shall not subject a student to or encourage other students to subject a student to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.
- 31 A teacher shall not do anything that shall suggest or create the impression that a student is more favoured than any other student.
- 32 A teacher shall serve as a role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and general..
- 33 A teacher shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
- 34 A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organized by the university/institutions/ on other days of national importance,


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35 A teacher shall not misbehave with students or their parents/ guardians, teachers or other employees of the institution.

36 A teacher shall not use abusive language, quarrel or display riotous behavior.

37 A teacher shall not make false accusations against the head of the institution/management/authorities of the university/colleagues/employees/students whether after being provoked or otherwise.

38 A teacher shall refrain from lodging unsubstantiated allegations against colleagues and higher authorities,

39 A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employee/s or any person at his/her work place.

40 A teacher shall not engage in any other gainful economic activity at the work place.

A teacher shall not engage himself in any private tuition for which a fee/remuneration is charged either within or outside the precincts of the Institution in which he is working.

41 A teacher shall not prepare or publish any book commonly known as 'keys',

42 A teacher shall not engage himself as a selling agent or canvasser for any published firm or trader,

43 A teacher shall not furnish incorrect information regarding his qualifications, experience, age etc. in respect of his appointment/promotion.

44 A teacher shall not raise questions of caste, creed, religion, race or sex in his relationship with his colleagues, and trying to use the above considerations for improvement of his prospects.

45 No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall not be under the influence of any intoxicating drink or drug during the course of his duty,

46 A teacher shall not smoke in the classroom during working hours or in any place within the campus of the institution/university,


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- 47 A teacher shall not except in accordance with any general or special order of the University or the Institution, as the case may be, or in the performance in good faith or duties assigned to him /her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document.
- 48 A teacher shall not misappropriate institution's property, or commit acts of theft, fraud or embezzlement of funds.
- ✓ 49 A teacher shall submit report of the project/activity under taken by him along with statement of accounts(with all vouchers) to the sponsoring agency within a stipulated time,
- ✓ 50 A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities/ university,
- ✓ 51 A teacher shall not take active part in politics so as to cause interference in the discharge of his duties not shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the institution/ University education. But a teacher can become, or continue to be, a member of any literary, scientific or professional organizations,
- ✓ 52 A teacher shall not without previous intimation to the Vice-Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the State or Parliament. Nor shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his /her being elected or nominated he /she shall, if so, required by the University or the Institution, remain on leave with or without pay



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as may be admissible to him/her under the rules for the period he/she remains a member of such local body, Legislature or Parliament. The University or the Institution, as the case may be direct a teacher who has been elected or nominated to any local body, Legislature or Parliament to apply for leave for the whole or part of the period and the teacher shall comply accordingly; provided that the granting of any leave to a teacher nominated to any local body, Legislature or Parliament shall not prejudice his /her right to promotion, increments or other benefits, if any, to which he /she would have been entitled had he /she not proceeded on leave.

53 A teacher shall not contest any election of Banks/Societies/Sports or Socio-Cultural Associations without previous intimation to the Head of the institution/Management/Universty,

54 A teacher shall not approach court of law regarding any matter related with his service/employment without exhausting available remedies and without giving proper intimation to the Head/Management/University,

55 A teacher shall not misuse or carelessly use amenities provided to him/her by the University or the Institution to facilitate the discharge of his /her duties. A teacher shall not make use of the resources and/or facilities of the institution/university/management for personal, commercial, political or villainous purposes

56 A teacher has academic freedom which entitles him to criticise ideas and mehods but he shall not defame others,

57 A teacher shall not rudely and aggressively behave persistently with other staff members and students.

58 A teacher who supervises other staff have special responsibility to treat their staff fairly and honestly, He shall make available development and training opportuniries without patronage, favouratism, or unfair discrimination.

59 A teacher shall not participate in decisions to the appointment of a relative or a family member.

60 A teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any student or his parent/guardian or any person with


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whom he has come into contract by virtue of his position in the institution, in order to do any kind of favour to the student/any person,

61 A teacher shall take paid outside consultative work only in accordance with institution/university's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research and administrative duties.

62 A teacher shall not join or continue to be a member of an association the objects and activities of which are prejudicial to the interest of the Institution/University as the case may be, or the sovereignty and integrity of India or public order or morality. Provided that a teacher may become a member of the Association of teachers as may be approved by the University according to rules.

63 A teacher shall not give unauthorized interviews or releases to electronic and print media. He shall not use the electroic/print media with malafide intention of defaming the institution/university,

64 A teacher shall not in any radio broadcast or in any document published anonymously or in his own name person or in any communication to the press or in the name of any other any public utterance make any statement or express an opinion.

(i) Which is in the nature of character assassination, reflection on the personal life of his superiors/colleagues,


(ii) Which is in the nature of criticism of individual as destined from policy decision.

Provided that nothing in this rule shall apply to any statement made or views expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.

65 A teacher shall not, except with the previous sanction of the Vice-Chancellor or the authorities of the institution, as the case may be engaged directly or indirectly in any trade or business or under any other employment.

66 A teacher shall not bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.

67 A teacher shall not involve himself/herself in any act that is likely to bring the teaching profession into disrepute. ii. It shall therefore be


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the responsibility of every teacher to preserve the dignity and honour of his profession and also maintain his/her own dignity, honour and integrity.

68 Notwithstanding anything herein before contained, bona fide criticism or expression of opinion by any teacher shall not constitute misconduct.

Misconduct - Failure to conform to the above mentioned Rule/s shall be construed as misconduct,

The enforcement of the Code is the responsibility of the appointing/disciplinary authority..The violation of the code of conduct invites disciplinary action for which detailed procedure and penalties need to be prescribed.The magnitude or seriousness may not be the same in all the cases.Hence the cases of violatio or non-observance shall have to be dealt with at different levels and in different ways in accordance with the nature of violation.

Creating Awareness-to begin with, code should be translated into Marathi and Hindi and circulated widely amongst the teachers, It should be uploaded on the websites of university and affiliated colleges.The Academic Staff College should include the code in the curriculum of orientation and refresher programs.At the time of initial appointment a teacher should be provided a copy of the code of professional ethics and a copy of a code of conduct for perusal and a under taking should be taken from him/her that he/she would always strive to observe the Code in letter and spirit.


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CODE OF CONDUCT FOR STUDENTS

- 1) Accentuate innate respect for the academic process
- 2) Dress appropriately in sync with the sensibilities of people around.
- 3) Undertake participation in activities outside the campus after carrying out due diligence for aligning with human dignity
- 4) Abide by rules and regulations to make the academic / administrative processes more productive and efficient
- 5) Develop high level of empathy and a temperament for social outreach, resulting in contributing to the immediate neighborhood
- 6) Behave with a sense of dignity as a member of higher education fraternity, to be emulated by others around
- 7) Put in hard work to create new knowledge leveraging library and resources in the public domain through internet
- 8) Treat evaluation process and examinations with utmost respect as it is an opportunity for self-evaluation of one's degree of internalization/ involvement in the subject matter.
- 9) Relate the learnings to real time problems
- 10) Treat yourself as human capital to be productive and contribute to evolving businesses, industries and to the processes of nation building at large
- 11) Develop a sense of non-negotiable respect for intellectual property rights and observe ethics in research publication
- 12) Publish at least one research paper and advisably patent too
- 13) Be aware of sustainability issues underpinning environment protection
- 14) Know the culture and the market of various economies
- 15) Develop a temperament for tryst with unfolding dynamics of future


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LIBRARY RULES

1. Students should wear I-card in the library.
2. Students should sign the Student Register kept at the main entrance gate of library.
3. Students should maintain silence in library.
4. Students should maintain discipline in library.
5. Eating, smoking, chatting/discussion, talking on mobile is strictly prohibited.
6. Students should keep books in the same place on the rack while using open access(searching books).
7. Students should take care of their belongings.
8. Students should return/re-issue books in 15 days, after 15 days fine of Rs.2/- will be charged per day per book for next 7 days thereafter fine of Rs.4/- will be charged per day per book.
9. Students should return reference book on the same day failing which fine of Rs.10/-per day will be charged.
10. On the loss of Library Book student need to replace copy of latest edition of the same book. If the book has ceased publication, then amount of the book has to be paid.


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LIBRARY FACILITIES FOR STAFF

1. **Library Timings** :- Mon to Sat 9:00 a.m. to 5:00 p.m.
2. **Timings for Issue & Returning of Books**:- 9:00 a.m. to 4:00 p.m.
3. **Book Issue Period**:- Books at a time are issued to the staff for the period 1 Year after which staff have to return the book or reissue the same book on the same day.
4. **Books for Issue**:- 8(maximum) books and 1 fiction.
5. **Search Facility** :- 2 terminals are available for staff to search books available in library.
6. **Book Claim** :- Staff can fill the claim slip for books in demand which will be valid for one week.
7. **Library Material** :- Syllabus books / Reference books / Fictions / Competitive books / Encyclopedia / Dictionary / Magazines / Journals / News papers / Question papers / Syllabus copy etc.
8. **Photocopy facility** :- Photocopy facility is available at reference counter on free of cost.


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2. **Timings for Issue & Returning of Books**:- 9:00 a.m. to 4:00p.m.
3. **Book Issue Period**:- Books are issued to the students for the period of 15 days after which student have to return the book or reissue the same book on the same day.
4. **Books for Issue**:-
 - (A) F.E & S.E 2 books and 1 fiction.
 - (B) T.E & B.E 3 books and 1 fiction.
5. **Search Facility** :- 2 terminals are available for students to search books available in library.
6. **Book Claim** :- Students can fill the claim slip for books in demand which will be valid for that particular day only.
7. **Library Material** :- Syllabus books / Reference books / Fictions / Competitive books / Encyclopedia / Dictionary / Magazines / Journals / News papers / Question papers /Syllabus copy etc.
8. **Photocopy facility** :- Photocopy facility is available at reference counter on payment of Rs. 1/- per copy.
9. **New Arrivals** :- New arrival books are displayed at reference counter.
10. **Book Bank** :- Student can avail book bank facility at refundable deposit.


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