



ORIENTAL COLLEGE OF EDUCATION & RESEARCH, ANDHERI (WEST)

Affiliated to University of Mumbai

Code of Conduct for Students

Discipline

1. Students should always wear their valid College Identity card whenever in college or while representing the College at any other place. Further, it should be produced whenever demanded by any of the College staff.
2. During the conduct of lectures, students should not loiter in the corridors, common rooms or in and around the College premises.
3. Students are expected to conduct themselves in a manner that reflects positively on themselves and the institution.
4. Respect for fellow students, faculty, staff, and visitors is essential.
5. Disruptive behavior, harassment, bullying, or any form of intimidation will not be tolerated.
6. Regular attendance is mandatory for all lectures, seminars, and practical sessions.
7. Notify instructors in advance in case of unavoidable absences.
8. Punctuality is appreciated. Usage of Mobile phones is strictly prohibited during lectures.
9. Treat college property with care and respect. Do not deface, damage, or misuse college facilities, equipment, or resources.
10. Report any damage or maintenance issues promptly to the appropriate authorities.
11. Maintain cleanliness and hygiene in restrooms.
12. Respect others' privacy and use restroom facilities responsibly.
13. Common rooms are shared spaces for relaxation and socialization; therefore, maintain cleanliness and orderliness.
14. Respect the rights and comfort of others using the common room.
15. Adhere to gymkhana rules and regulations.
16. Use gymnasium equipment responsibly and safely.
17. Respect the space and rights of others using the gymkhana facilities.
18. Behave in a manner that upholds the reputation and values of the institution.
19. Respect campus property, green spaces, and the environment.
20. Avoid littering and maintain cleanliness.
21. Save energy & water resources by avoiding unnecessary usage, turnoff the electricity and water taps when not in use.
22. Smoking is strictly prohibited in the College premises.
23. Treat support staff with courtesy, respect, and appreciation.

Library & ICT Lab

1. Maintain silence and orderliness in the library & ICT lab.
2. Respect library staff and adhere to library rules and regulations.
3. Handle library resources with care and return them promptly after use.
4. Library books should be returned on time or else penalty fees will be charged.
5. Use ICT rooms for academic purposes only.
6. Adhere to computer lab rules and guidelines.
7. Respect the equipment and software provided in the ICT rooms.

Internship in Practicing Schools & Colleges & Community Centers

1. Follow the rules and guidelines of the respective practicing schools and colleges during internships.
2. Represent the institution professionally and respectfully.
3. Seek guidance from supervisors and mentors as needed.
4. ID card is compulsory in the practice teaching schools & colleges.
5. Usage of Mobile phones are strictly prohibited.

Code of conduct for Teachers

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Adhere to the institutional policy regarding leave notifications and duty hours.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
8. Abide by the Act, Statute and Ordinance of the University and respect its ideals, vision, mission, cultural practices, and tradition.
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation, and evaluation.
10. Participate in extension, co-curricular and extra-curricular activities, including community service.

Code of conduct for Principal

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interests of the college.
3. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively, and efficiently for providing a conducive working and learning environment.
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
7. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
8. Participate in extension, co-curricular and extra-curricular activities, including community service.
9. Refrain from allowing consideration of caste, creed, religion, race, gender, or sex in their professional Endeavour.

Code of conduct for Non-Teaching Staff

1. Adhere to the institutional policy in relation to respect towards the institution.
2. Leaves with prior intimation is compulsory.
3. Administrative staff must compulsorily inform the teachers related to the university work.
4. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.
5. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Dress Ethics

1. Principal, Teachers, Non- teaching staff and students abide by the university rules and regulations in relation to their attire.
2. The dress should be decent and appropriate to wear.
3. Students should strictly wear formal dress during their internship and community activities.
4. Formal accessories and light makeup are appreciated.

Anti-Ragging

Government of Maharashtra has notified ragging as a cognizable offence. Anyone reported to be involved in any act of ragging will be severely dealt with. Therefore, students are required to refrain from indulging in any form of ragging.

Consequences of Violations

Violations of the Code of Conduct may result in disciplinary action, which could include warnings, probation, suspension, or expulsion, depending on the severity of the offense and in accordance with college policies and procedures.

By abiding by this Code of Conduct, students contribute to a positive and conducive learning environment within the institution.

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