



**NAGINDAS KHANDWALA COLLEGE
(AN EMPOWERED AUTONOMOUS INSTITUTION)**

**CODE OF ETHICS
FOR STAFF, ADMINISTRATION, STUDENTS**

For MALAD KANDIVLI EDUCATION SOCIETY

A handwritten signature in blue ink, appearing to be 'A. H. ...', is written over the printed name.

Hon. Secretary/ Hon. Treasurer

Matta

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)

MALAD (W), MUMBAI - 400 064.



Nagindas Khandwala College (Empowered Autonomous)

PREAMBLE

We, at Khandwala College, want every stakeholder to become a responsible citizen of the country and with this belief a set of guidelines in the form of Code of Ethics is framed for the students, staff and administrator.

Nagindas Khandwala College (Empowered Autonomous)

INTRODUCTION

This document on ‘Code of Ethics for Students, Faculty and Administration’ has been compiled to provide all the stakeholders of Nagindas Khandwala College, a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfilment of social responsibilities at designated levels.

In cognizance of the magnitude of the responsibility inherently involved in the education system, all the concerned stakeholders including the Governing Body, staff and students need to accept and adhere to the highest ethical standards in the teaching-learning process. This policy document will help the administration to identify any kind of breach of code of conduct and immediately adopt necessary corrective steps for restoring the adherence to the desired professional ethics and human values.

Nagindas Khandwala College (Empowered Autonomous)

CODE OF ETHICS FOR STUDENTS

- Be respectful towards the Institute, faculties, administrators and other students.
- Be sensitive towards institutional values and practices
- Maintain highest standards of academic integrity.
- Participate in examinations, co-curricular and extra-curricular activities and events in true spirit.
- Complete assigned task with sincerity and punctuality.
- Attend college regularly and fulfill all academic responsibilities on time.
- Be considerate while behaving with others.
- Be kind to others.
- Be respectful towards female students, female faculties and other female staff members.
- Do not indulge in any activity which brings disrepute to the institute.
- Always wear the issued Identity Card in the College Campus.
- Be decent in dressing.
- Treat other people with respect and dignity.
- Exhibit proper decorum and behavior both on and off campus.
- Refrain from getting involved in any sort of discrimination, harassment or bullying.
- Be inclusive in nature and accept others students coming from different social and economic backgrounds.

Nagindas Khandwala College (Empowered Autonomous)

**CODE OF ETHICS FOR STAFF AND
ADMINISTRATION**

- Treat all students equally.
- Maintain high integrity in research and other professional work.
- Be inclusive in nature and welcome students, other faculties and staff members from diverse social and economic backgrounds.
- Be transparent in one's assessment and evaluation methods.
- Maintain professional dignity in thoughts and actions.
- Imbibe institutional values and practices with true spirit.
- Extend the highest level of professional help for the holistic development of students.
- Be punctual and regular in academic conduct.
- Be considerate while behaving with students.
- Be decent in dressing.
- Complete assigned tasks and maintain documentation with sincerity and punctuality.
- Always project professionalism and treat everyone with dignity.
- Maintain decorum inside and outside the classroom and set a good example for the students.
- Act with integrity and comply with institutional policies and laws.
- Maintain a professional work environment.
