



NAGINDAS KHANDWALA COLLEGE (AUTONOMOUS)

CODE OF ETHICS

FOR STAFF, ADMINISTRATION, STUDENTS

For MALAD KANDIVLI EDUCATION SOCIETY


Hon. Secretary/ Hon. Treasurer



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 (Autonomous)

PREAMBLE

I/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 (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 education system, all the concerned stakeholders including 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 desired professional ethics and human values.



Nagindas Khandwala College (Autonomous)

CODE OF ETHICS FOR STUDENTS

- Be respectful towards 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 all the academic responsibilities to be fulfilled in 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.
- Wear Identity Card all the time on college campus.
- Be decent and formal 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, economic background.



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CODE OF ETHICS FOR STAFF AND ADMINISTRATION

- Treat all the 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, economic background.
- Be transparent in your assessment and evaluation method.
- Maintain professional dignity in thoughts and actions.
- Imbibe institutional values and practices with true spirit.
- Extend highest professional help for the holistic development of students.
- Be punctual and regular in academic conduct.
- Be considerate while behaving with students.
- Be decent and formal in dressing.
- Complete assigned task, record keeping and 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 to the students.
- Act with integrity and comply with institutional policies and laws.
- Maintain a professional work environment.
