



MAHATMA GANDHI MISSION'S  
**COLLEGE OF COMMERCE**

**Affiliated to University of Mumbai**

M.G.M. Educational Campus, Sector - 1, Kamothe, Navi Mumbai - 410209. (M.S.)

Tel : (022) 2743 3006 E-mail id :- [mgmccoc@gmail.com](mailto:mgmccoc@gmail.com) Web site : [www.mgmccoc.org](http://www.mgmccoc.org)

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## Code of Conduct

1. Students joining the College are expected to accept and observe all the rules and regulations, which will be subject to strict enforcement by the College authorities.
2. According to Ordinance 119 for granting terms in each subject minimum attendance of 75% of the theory, lectures, practicals and tutorials (Wherever prescribed) separately will be required out of the total number lectures, practicals and tutorials in the subject conducted in the terms as declared by the University of Mumbai.
3. In case of sickness, a leave application shall have to be submitted to the college office along with a medical certificate within two days of resuming the College.
4. The College attaches great importance to discipline and the same must be scrupulously observed by the Failure to comply with any of the rules, regulation or requirement notified from time to time will lead to strict disciplinary action including removing the name of the student from the college roll.
5. All students must wear their valid identity cards issued by the college when they are on the college campus even on Sundays and holidays or else strict disciplinary action will be taken against them. Use of mobile phone is strictly prohibited in the college campus, any loss of mobile phone is the absolute responsibility of students, and no complaints of loss of mobile will be entertained by the staff of the College. Use of cell phones in any form in the class rooms and corridors is strictly prohibited. On breach of this discipline, the cell-phone holder will be liable for a penalty of 500/- for the first offence. In case of a repetition of the offence the cell-phone shall be liable to be confiscated.
6. If the student is found indulging in anti- national activities contrary to the provision of acts and laws enforced by government or join any activity contrary to rules of discipline will be liable to be expelled from the college without any notice by the Management of the college.
7. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and or penalty which may extend to ten thousand rupees. Any students convicted of an offence of ragging shall be dismissed from the educational institution and such students shall not be admitted in any other educational institution for five years from the date of order of such.
8. All College activities require prior permission of the Principal. No society or association shall be formed in the College and no person shall be invited.
9. Students are expected to take good care of College property and to help in keeping the College premises clean. Any breach of discipline in this regards will be dealt with very severely.
10. Any form of gambling, smoking, consumption of alcohol or carrying such items is strictly prohibited in the College premises.



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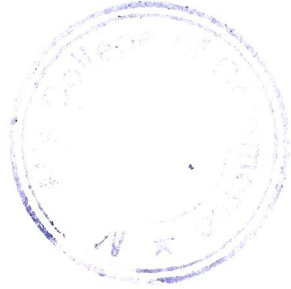
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11. Students should read all the notice boards regularly for getting proper and relevant information.
12. Matters not covered as a part of the above-mentioned rules and regulations shall rest at the absolute discretion of the College authorities.
13. Students are expected to wear their uniform (Dress Code) as instructed by their coordinator.

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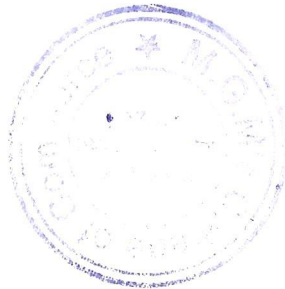
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## Code of Conduct for Teachers

1. The Faculty Members should report to college at least 15 minutes before the commencement of their college timings.
2. After the subject allocation, lecture wise plan should be prepared by the individual staff member and displayed on the website in the beginning of the academic term.
3. The teaching staff must ensure strict adherence to the academic and event planner of the Department/Institution.
4. Faculty members must communicate adjustments in lecture schedule, if any to their respective Head of the Department.
5. Faculty members should accompany the students during educational tours and Industrial visits on rotation.
6. Academic Diary should be maintained by every faculty member.
7. The faculty member should get the leave pre-sanctioned by the authorities and ensure suitable alternate arrangements.
8. Faculty members should abstain from indulging in unethical practices.
9. It is mandatory for every Faculty Member to take additional responsibilities as and when assigned by the Head of Department / Principal.

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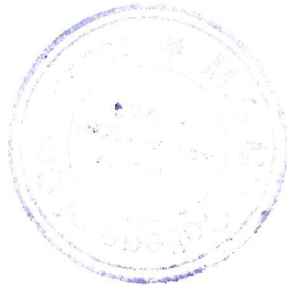
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## Code of Conduct For HOD's

1. The workload of all the staff should be defined by the Head of the department.
2. The Head of the department should ensure that the workload of the teacher should not exceed the prescribed number of hours.
3. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
4. The Head of the Department should hold meetings with the staff at regular intervals.
5. The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference and to pursue research.
6. The Head of the Department should prepare the confidential report of all the staff members of his/her department and submit it to the Principal as and when required.

  
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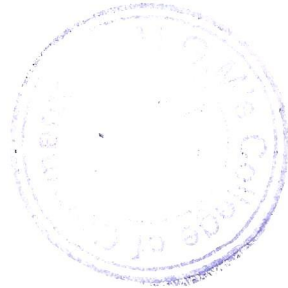
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## Code of Conduct for Principal

1. The Principal should monitor the overall administration to ensure efficiency and effectiveness.
2. The Principal has the authority to take all the necessary actions as and when required to maintain discipline in the Institute.
3. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences and to pursue research.
4. The Principal should periodically review the Code of Conduct.
5. The Principal should convene meetings with the staff members and the Heads of the department on a regular basis.
6. The Principal should convene meetings with the authorities, bodies or committees, as and when required.

*Sant*

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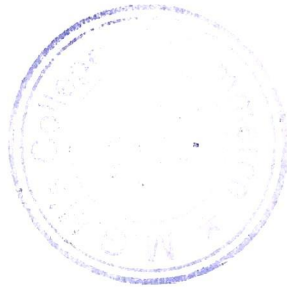
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# Code of Conduct For Non-Teaching Staff

1. The Non-Teaching staff should report to college at least 15 minutes before the commencement of their college timings.
2. Non-Teaching staff must communicate adjustments in duties allotted, if any to the Registrar of the Administrative office well in advance.
3. Non-Teaching staff should accompany the faculty and students during educational tours and Industrial visits on rotation.
4. The Non-Teaching staff should get the leave pre-sanctioned by the authorities and ensure suitable alternate arrangements.
5. Non-Teaching staff members should abstain from indulging in unethical practices.
6. It is mandatory for every Non-Teaching staff Member to take additional responsibilities as and when assigned by the Registrar / Principal.
7. Confidentiality of the faculty members and the department should be maintained.
8. Non-Teaching staff members should fulfill the duty and responsibility allocated to them by the Registrar / Principal.
9. Staff should be polite, cordial and cooperate with the other staff, faculty, students and parents.
10. Non-Teaching staff members should be committed to fulfill the requirements of students and other stakeholders in the given frame of time.

  
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## Code of Conduct for Parents

1. Parents/ Guardian should recognize that the education of each student is the joint responsibility of the parent, student, faculty and the institution.
2. Parents/ Guardian should treat members of the faculty, staff, security personnel and others employed by the College, in a professional and respectful manner.
3. Parents/ Guardian should set an ideal example for students in their conduct, language and behavior on and off campus.
4. Parents/ Guardian should refrain from negative or unsubstantiated criticism that disparages the reputation of the college or its employees on any social media sites.
5. Parents/ Guardian, in case of any dispute, should seek clarification from the institute to bring about a successful resolution to the same.
6. Parents/ Guardian should ensure the regular attendance of their wards.

  
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