

# THE BORIVLI EDUCATION SOCIETY

PUBLIC TRUST REGISTRATION NO. F-252 (BOM)

**Admn. Office :**

M. K. High School Complex,  
Factory Lane, Borivli (West),  
Mumbai - 400 092.  
Tel. : 2899 0984, 2890 0206  
E-mail : vvv1934@gmail.com

**Regd. Office :**

Sheth G. H. High School,  
Mahatma Gandhi Road,  
Borivli (East),  
Mumbai - 400 066.  
Tel. : 2893 4513

Ref. No. : .....

Date : 12/10/2021...

## CODE OF CONDUCT

**S.439-b The following shall be the norms governing the code of conduct for teachers.**

1. A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for home examinations .
2. A teacher shall not discriminate against the students on political grounds or for reasons of religion, race, caste ,language or sex or for other reasons of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers ,colleagues or administration/governing body of the college and the University.
3. A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal /Governing Body.
4. A teacher shall have freedom of thought and expression .He shall not misuse the facilities or forum of the College/University.
5. A teacher shall not make the use of resources and /or facilities of the Department /College /University/Governing Body for personal,commercial ,political or religious purposes.
6. A teacher shall not be partial in assessment of a student or deliberately overmark,undermark or victimize a student on any grounds .
7. A teacher shall not conduct /participate in private coaching classes directly or indirectly .He shall also not accept private tuitions.
8. A teacher shall not conduct /participate in private coaching classes directly or indirectly,any malpractice or unfair means in teaching/examination .administration.
9. A teacher shall not furnish incorrect information regarding his qualification,experience ,age etc in respect of his appointment /promotion

Failure to conform to the above-mentioned norms shall be constructed as misconduct.

### **Code of Conduct for Non-Teaching Staff:**

**The following shall be the norms governing the code of conduct for non-teaching staff**

An employee shall conform and abide by the provisions of the Act, Statues, Standard Code, Ordinances, Regulations & Rules and Directives and Decisions of the Competitive Authority. The employee shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the Officer under whose jurisdiction, superintendence or control he has been placed for the time being.

The employee shall at all times maintain absolute integrity and show devotions to duty, and shall do nothing which is unbecoming of an employee of the College as the case may be. He shall be ensure the integrity and devotion to duty of all employees under his control and authority for the time being.

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The employee shall explain at most courtesy and attentions to all the persons with whom he has to deal in sphere of his duties. He shall strive hard to promote the interest of the College, as the case may be.

No employee shall in the discharge of the official duty deal with any matter relating to award of any contract in favour of a company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority.

The employee, except in accordance with any general or special orders of the Competent Authority or in performance of the duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to, within the university or the college or outsiders, to whom he is not authorized to communicate such documents or information.

The employees shall not contribute to the place any matter connected with the university or the college without obtaining the previous sanction of the Competent Authority or without such sanction make use of any documents paper or information.

The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to prejudicial to the academic and administrative interest of the university or college.

Subject to the provision of this rules, an employee may, with previous intimation to the management in writing, contest, elections to the University Senate in accordance with the Provisionals laid down in the respective University Act.

The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the University or college.

The employee shall not accept, solicit, or seek except with the previous sanction of the Competent Authority any outside office, stipend or honorary work.

The employee shall not apply for job, post or scholarship without the previous acknowledgement of the Competent Authority.

The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate the Competent Authority within three days from the first day of the absent, failing which the absence may be treated as leave without pay, and he shall further liable for such disciplinary action

The employee shall not bid either directly or indirectly at any action of any University or College property not shall be submit any tender or any supply to the University or College.



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The employee shall not, by writing, speech or deal, or otherwise indulge in any activity which is likely to incite and create a feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.

The employee shall not enter upon a course of studies or appear for any examinations or University or other bodies without the previous permissions of the Competent Authority.

Misconduct: Misconduct, shall include as follows namely: -

Any action by the employee contrary to the provisions prescribed in the following rules.

Going on illegal strike, abetting including instigation or action in furtherance thereof.

Theft, fraud or dishonesty, habitual breakoff standing orders, rules.

Wilful or negligent, damage of the college property.

Refusal or accept charge-sheet, order or other communication served according to the rules.

Conviction in a court of law, involving moral turpitude.

Riotous or disorderly behaviour, threatening, intimidating or coursing in connection with any duties or working of the college.

Neglect of work or negligence in discharging any duties or failure to give the days out-turn.

Violence or inciting violence.

Stopping work either singly or with other employees or inciting anyone else not to work.

Falsification or tampering any paper or record of the University or College.

Obtaining employment under the University or College by misrepresentation of facts.

Making any false or exaggerating allegations against any officer, superior or co-employee or Authority.

Misappropriation of any amount, movable property, of the college or late crediting the amount in the college account.

Dated: 12<sup>th</sup> October, 2021

Place: Mumbai



Shri Jayesh Yagnik

Hon. Secretary /CEO

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## CODE OF CONDUCT

**The following shall be the norms governing the code of conduct for the Principal**

**Responsibilities of the Principal of the College.**

S.414 Subject to the supervision ,general control and direction of the governing body ,the Principal of the college as an administrative and academic head of the college shall be responsible for—

1. Academic growth of the college
2. Participation in the teaching work, research and training programmes of the college
3. Planning and assisting in planning and implementation of academic programmes, such as orientation courses, seminar ,inservice and other training programmes organised by the University Department / college for the academic competence of the faculty members
4. Admission of students and maintenance of discipline of the college
5. Receipts ,expenditure and maintenance of accounts of the college and for causing other bodies ,association ,societies ,committees etc to maintain ,finalise and present their accounts;
6. Management of the College libraries ,laboratories ,gymkhana
7. Correspondence relating to the administration of the college
8. Administration and supervision of curricular ,co-curricular ,extra curricular or extra mural activities of the college and maintenance of records ;
9. Observation of the Act ,Statutes, Ordinances ,regulations, Rules and other directions or orders issued thereunder from time to time by the University and the orders issued by the Central and the State Governments;
10. Supervision and conduct of college and university examination including internal assessment and such other work pertaining to the examination as assigned ;
11. Assessing reports of teachers and maintenance of service books of teachers and other employees of the college in the forms prescribed by the University ;
12. Any other work relating to the college and the university as may be assigned to him by the University from time to time

**Duties of the Principal of the college**

S.415 (i) To place before the Local Managing Committee (a) the budgetary statement for the following financial years and (b) the statement of audited accounts for the previous financial year for consideration and approval

(ii) As the Principal is the Secretary of the Local Managing Committee (under section 43(3)(b) of the Bombay University Act ,1974) he shall convene regular meetings of the Local Managing Committee ,which shall not be less than two meetings in a year. However ,additional meetings may be called as and when necessary at the request of any two members.



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Service Book

S419 A service book shall be maintained by the Principal in respect of each teacher of the college is the prescribed form as shown in Appendix 'C'.

Increment

S420(1) An increment shall be drawn as a matter of routine ,unless it is withheld by the Governing Body

(2) Service as laid down in the following clauses and in such other manner as the Governing Body may determine from time to time shall count for increments in the timescale of pay :-

- All duty in a post on a time scale of pay shall be counted for increment in that time scale of pay provided that service rendered in a post carrying lower time scale of pay shall not count for increment in the time scale of pay of higher post
- Leave other than extra ordinary leave, shall count for increment in the time scale of pay of the post in which the teacher has been confirmed
- Should a teacher while holding one post be appointed to officiate in a higher post, his officiating or temporary service in the higher post shall, if he is reappointed to the lower post, count for increment in the timescale of pay applicable to such lower post
- Service rendered in a post on a timescale of pay during the period of probation shall count as service towards increment.

Dated: 12<sup>th</sup> October, 2021

Place: Mumbai



  
Shri Jayesh Yagnik

Hon. Secretary /CEO