



BHAVNA TRUST

JUNIOR & DEGREE COLLEGE OF COMMERCE & SCIENCE
(AFFILIATED TO THE UNIVERSITY OF MUMBAI)
NAAC ACCREDITED WITH GRADE B++ IN THE FIRST CYCLE

Plot No. 5, Sunder Baug, Raje Shivaji Chowk, V. N. Purav Marg, Deonar, Mumbai - 400 088

Code of Conduct for Students

1. Regular attendance is mandatory (Minimum 75%).
2. Students must carry their ID card at all times and show it on request.
3. Political activities by students are strictly prohibited on campus.
4. Students must maintain a respectful environment and avoid offensive comments about religion, caste and creed.
5. Outsiders need prior permission from the college authorities to enter the campus.
6. Keep the campus clean and use garbage bins for waste disposal.
7. Avoid gathering or roaming unnecessarily in the corridors.
8. Turn off lights and fans when leaving the classroom to save energy.
9. Check the notice board regularly to stay updated. Ignorance of notices is not an excuse.
10. Sloganeering or disrupting institutional activities is strictly prohibited.
11. For long medical absences, submit a doctor's prescription, Medical certificate and Parents Request letter
12. Be punctual and attend classes on time.
13. Seek permission before entering or leaving during lectures in emergency.
14. Ragging in any form is strictly banned. Violators will face severe action, including rustication.
15. Show respect and courtesy to teachers, staff, and fellow-students. Rude behavior will be punished.
16. Handle college property carefully. Damage caused will result in fines for individuals or the entire class if unidentified.
17. Tobacco use in any form is strictly prohibited and will be penalized.
18. Mobile phones and electronic gadgets are not allowed in classrooms, examination halls, libraries, labs, or corridors. Violators will be penalized.
19. Dress in a simple and decent manner.
20. Carry your library card to issue or return books.
21. Do not use someone else's ID or library card.
22. Campus celebrations require prior approval from the Principal.
23. Any form of discrimination is strictly prohibited. Violators will face immediate action.
24. The wearing of any religious attire, such as saffron colour turbans & stoles, nawari sari, burqas or similar items, is not permitted within the college class rooms. Student's face should be clearly visible in the college premises for the safety purpose. This rule is implemented to maintain a neutral and inclusive environment that emphasizes academic and professional standards over personal or religious expression. All students are expected to adhere to this policy to ensure uniformity and harmony on campus.



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Code of Conduct for Teaching Staff

Faculty members are expected to uphold professionalism and responsibility to foster a positive work environment. They must adhere to college rules and regulations while being diligent and punctual in their duties. Faculty should:

1. Report to college on time and maintain punctuality.
2. Support student's overall development and well-being with a caring attitude.
3. Show respect to colleagues and other staff members.
4. Follow the college's leave policies.
5. Perform their duties with dedication and diligence.
6. Avoid any form of harassment towards other employees.
7. The wearing of any religious attire, such as saffron colour turbans & stoles, nawari sari, burqas or similar items, is not permitted within the college class rooms. Student's face should be clearly visible in the college premises for the safety purpose. This rule is implemented to maintain a neutral and inclusive environment that emphasizes academic and professional standards over personal or religious expression. All teachers are expected to adhere to this policy to ensure uniformity and harmony on campus.



A. Singh
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Code of Conduct for Non-Teaching Staff

Non-teaching staff are responsible for supporting the academic and administrative functions of the college. They are expected to:

1. Report to work on time and maintain punctuality.
2. Follow attendance and discipline rules, informing the Principal in advance about late arrivals or early departures.
3. Treat colleagues and other staff members with respect.
4. Adhere to the college's leave policies.
5. Perform duties with diligence and dedication.
6. Avoid any form of harassment towards other employees.
7. The wearing of any religious attire, such as saffron colour turbans & stoles, nawari sari, burqas or similar items, is not permitted within the college class rooms. Student's face should be clearly visible in the college premises for the safety purpose. This rule is implemented to maintain a neutral and inclusive environment that emphasizes academic and professional standards over personal or religious expression. All students are expected to adhere to this policy to ensure uniformity and harmony on campus.



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