



Smt. Jamnabai H. Wadhwa College of Technology (BCA)

And Kothari College of Management Studies (BMS)

Opp. Inlaks Hospital, Chembur Colony, Mumbai - 400 074. Tel.:8291889881

E-mail : hemukalani_trust@yahoo.co.in. Website : www.sindhuputra.com

Code of conduct for Students

- Students must be punctual should reach college on and before 8:45 am
- Students should have minimum 75% attendance.
- Students must reach classroom 5 minutes before the time.
- Students are required to wear I-Card inside the campus from entry to exit if I-Card misplaced there will be a fine of Rs. 100/- for new one.
- Use of mobile phones is strictly prohibited in college premises during lectures.
- Ragging is strictly prohibited in the college campus.
- One book at a one time is issued to each student on her I- Card for the purpose of reading only in the library.
- Loss of I-Card/Borrower card should be reported to the librarian immediately.
- Students can avail the facility of reference books / journals / within the library premises only against I-cards.
- Writing / scribbling or tearing of pages of library books, news papers, periodicals etc. is prohibited & will be liable for strict action.
- On the loss of library book, user shall replace the same with a brand new copy or to pay the amount decided by library committee.
- Students should keep themselves informed by the latest updates on the notice boards.
- Edibles are not allowed during the lectures.
- Avoid misuse of dusters, white board markers and teacher's chair.
- Care must be taken while using institute's property e.g. furniture, computers, chairs, desks, mirror etc.
- Students are expected to maintain a decent dress code in college hours.
- Avoid writing remarks on walls, staircase, desks etc.

Hon. Director

**SMT. J. H. WADHWA COLLEGE OF TECHNOLOGY
KOTHARI COLLEGE OF MANAGEMENT STUDIES
Opp. Inlaks Hospital, Chembur Colony,
Mumbai - 400 074. Tel.: 8291889881**



**Smt. Jamnabai H. Wadhwa College of Technology (BCA)
And Kothari College of Management Studies (BMS)**

Opp. Inlaks Hospital, Chembur Colony, Mumbai - 400 074. Tel.:8291889881

E-mail : hemukalani_trust@yahoo.co.in. Website : www.sindhuputra.com

Code of conduct of Lecturer

- Be regular and punctual.
- Deal with the non teaching staff as equal partners of the institution.
- Treat students impartially.
- Should maintain decent Dress code that covers the body properly.
- Preparation of semester Time table.
- Teaching and ensuring attendance of students as per University norms.
- Implementation of instructions received from Coordinator/principal.
- Timely student's assessment and evaluation.
- Interaction with industry.
- Continuing education related activities.
- Conduction of Co-curricular and extra-curricular activities.
- Implementation of Students counseling if required.
- Meeting with parents and guardians.
- Contribute to the activities sustaining accreditation of the institute.
- Assist in internship training and final placement activities.
- Examination work pertaining to College University such as preparing time table, supervision chart and assessment etc.
- Arrangement of remedial and soft skill courses.
- Generation of resources from various funding agencies.
- Any other duties assigned by the Management and Principal from time to time.

Code of conduct of Librarian

- To prepare and issue of Library card to students and staff.
- Maintain attendance of students who are visiting library.
- Maintain library card.
- To follow up of return books issued to students and staff members.
- To maintain record of fine and instruct the students accordingly.
- To see that library is in a presentable, neat and clean condition at all the time.
- Maintain records of journals, books and projects department wise.
- Compile the requirements of books periodically and submit it to the principal.

fulehi

Hon. Director

SMT. J. H. WADHWA COLLEGE OF TECHNOLOGY
KOTHARI COLLEGE OF MANAGEMENT STUDIES
Opp. Inlaks Hospital, Chembur Colony,
Mumbai - 400 074. Tel.: 8291889881

AMAR SHAHEED HEMU KALANI YADGAR MANDAL'S



**Smt. Jamnabai H. Wadhwa College of Technology (BCA)
And Kothari College of Management Studies (BMS)**

Opp. Inlaks Hospital, Chembur Colony, Mumbai - 400 074. Tel.:8291889881

E-mail : hemukalani_trust@yahoo.co.in. Website : www.sindhuputra.com

Code of conduct of Clerk and Admin

- Checking website of SNTD university
- Maintaining attendance registers of teaching and non teaching staff.
- Students admission and enrollment on university site.
- Maintaining leave record of staff.
- Maintaining fees record of students.
- Maintaining salary records of employees.
- Maintaining files and records so they remain updated and easily accessible.
- Sorting and distributing incoming mail and prepare outgoing mail
- Answering the phone to take messages or redirecting calls to appropriate person.
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Undertake basic bookkeeping tasks and issue invoices, cheques etc.
- Take minutes of meetings and dictations.
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Perform other office duties as assigned



Hon. Director

**SMT. J. H. WADHWA COLLEGE OF TECHNOLOGY
KOTHARI COLLEGE OF MANAGEMENT STUDIES
Opp. Inlaks Hospital, Chembur Colony,
Mumbai - 400 074. Tel.: 8291889881**