

**Laxmi Charitable Trust's**

**SHETH L.U.J COLLEGE OF ARTS**

**&**

**SIR M.V. COLLEGE OF SCIENCE AND COMMERCE**

**ANDHERI(EAST), MUMBAI-400069**



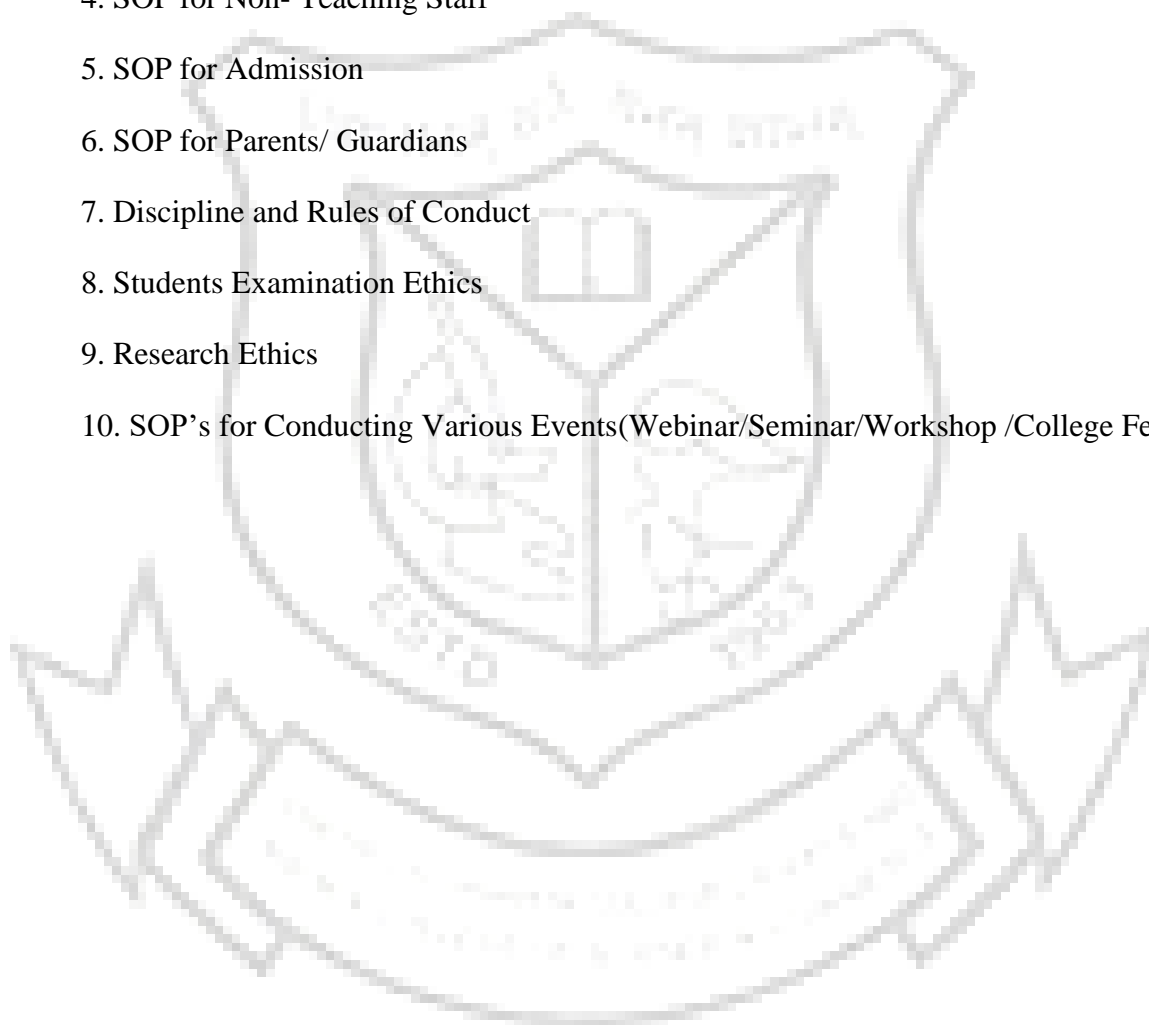
**MVLU CODE OF ETHICS**

**Standard Operating Procedures (SOP)**

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SHETH L.U.J COLLEGE OF ARTS & SIR M.V. COLLEGE OF SCIENCE AND  
COMMERCE**

**Index:-**

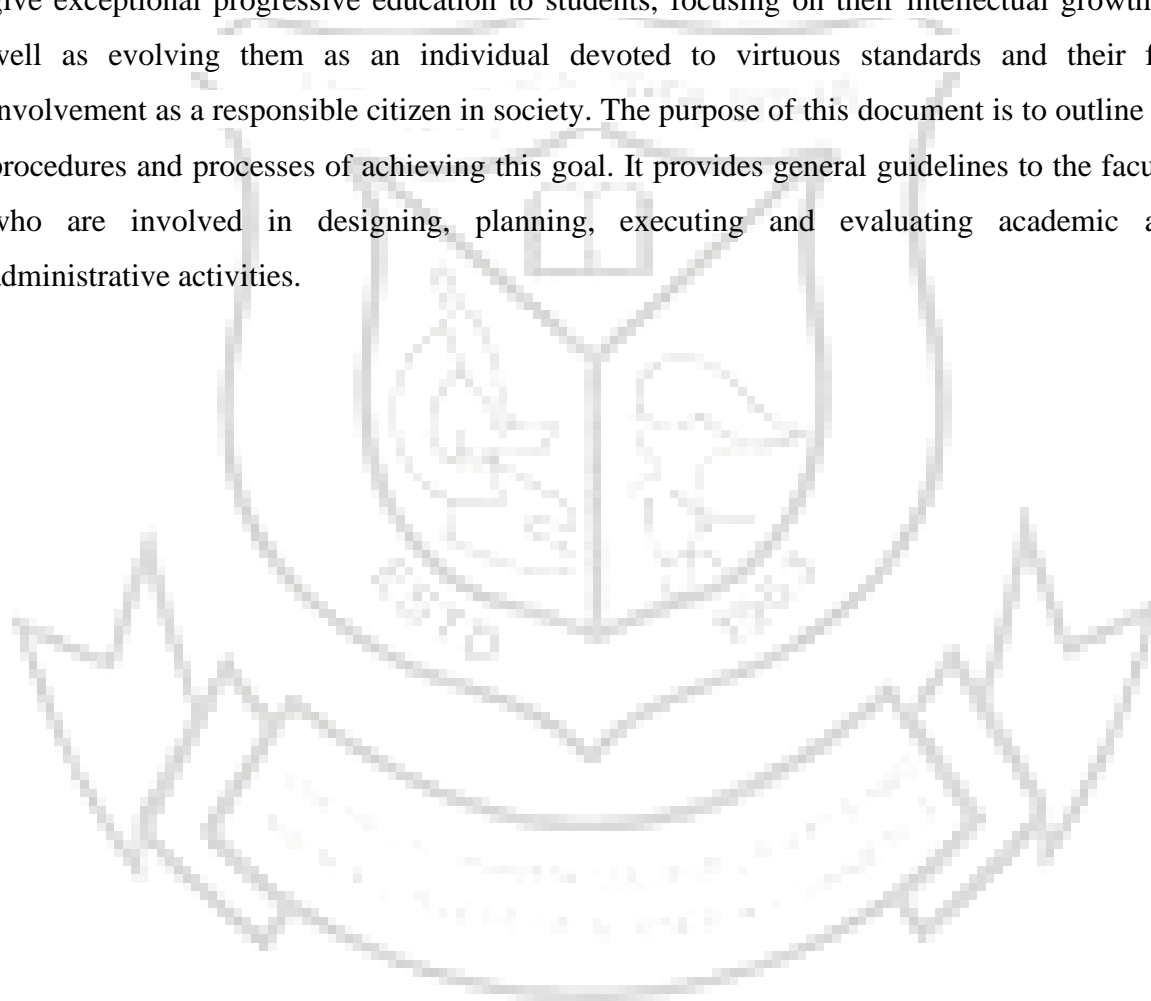
1. Overview and Purpose of SOP
2. SOP for Students
3. SOP for Teaching Staff
4. SOP for Non- Teaching Staff
5. SOP for Admission
6. SOP for Parents/ Guardians
7. Discipline and Rules of Conduct
8. Students Examination Ethics
9. Research Ethics
10. SOP's for Conducting Various Events(Webinar/Seminar/Workshop /College Fest)



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SHETH L.U.J COLLEGE OF ARTS & SIR M.V. COLLEGE OF SCIENCE AND  
COMMERCE**

## **1. Overview and Purpose of SOP**

The core activities at Sheth L.U.J. and Sir M.V. College of Arts, Commerce & Science College (MVLU) are teaching and learning. The mission of MVLU College is to give exceptional progressive education to students, focusing on their intellectual growth as well as evolving them as an individual devoted to virtuous standards and their full involvement as a responsible citizen in society. The purpose of this document is to outline the procedures and processes of achieving this goal. It provides general guidelines to the faculty who are involved in designing, planning, executing and evaluating academic and administrative activities.



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SHETH L.U.J COLLEGE OF ARTS & SIR M.V. COLLEGE OF SCIENCE AND  
COMMERCE**

## **2. SOP for Students**

- Students after their H.S.C are updated with details of admissions via online and offline mode in the college campus of Sheth L.U.J. and Sir M.V. College of Arts, Commerce & Science.
- The college provides equal opportunities to the students to get admissions in college as per the policy specified by the Government of Maharashtra.
- Students are made aware of the admission process and during admissions students sign the University undertaking and college undertaking for maintaining minimum attendance of 75%.
- Students need to compulsorily wear ID cards during lectures, practical's, examinations or any other purposes while on the college campus and while representing college elsewhere.
- Students need to maintain decency in their language, attire and behaviour in and around the campus.
- Students are prohibited from using their mobile phones during lectures and practical's.
- Students are required to maintain silence while in the library.
- Students are encouraged to participate in extracurricular activities along with academia for their overall development.
- Students are required to be respectful to everyone on the campus.
- The students must maintain peace within the campus.
- Students must exhibit the virtue of brotherhood and kindness
- Students are encouraged to make the best use of all the resources available in the campus for the enhancement of their personal development.

### **3. SOP for Teaching Staff**

- Teacher is expected to be punctual and sincere in engaging the lectures and practical's assigned. Teacher has to plan the assignment based on the learning outcomes.
- Teacher should encourage students to engage in research and social projects.
- Conduct of examination and assessment of students are mandatory activities of the teacher.
- Teachers should encourage and counsel students to continue their education.
- Teacher shall not engage in any act of child abuse in any form including verbal, physical and sexual.
- Teacher shall carry out diligently and faithfully the instructions assigned by the authorities.
- Teacher is expected to behave appropriately so that the credit and prestige of the College is maintained.
- Teachers must try to create an environment wherein students feel safe. They should converse with students to uplift their emotional and mental balance. They should ensure zero tolerance towards ragging on the campus.
- Teacher should not involve in disclosure of any vital/confidential information pertaining to the college to any outsider.
- Teacher shall not share and/or disclose any matter or post any comment on social media/ press concerning the college which may adversely affect the interest and/or reputation of the College and /or Management.
- Teachers shall attend seminars/workshops organised by the respective Board of Studies for curriculum updation.
- Teachers are expected to render help in various college activities as per the directives of the authorities.
- Teacher should perform all duties with integrity and commitment.

#### **4. SOP for Non- Teaching Staff**

- They should not share and/or disclose any matter or post any comment on social media/press concerning the college.
- They shall not disclose any vital/confidential information pertaining to the college to any outsider.
- They should not indulge in any act of child abuse in any form including verbal, physical and sexual.
- They should return all materials and belongings to the College upon resignation and/or early termination.
- They may be called to work beyond the normal working hours / holidays, as and when required with prior intimation.
- They should perform all duties assigned to them diligently with integrity and commitment.

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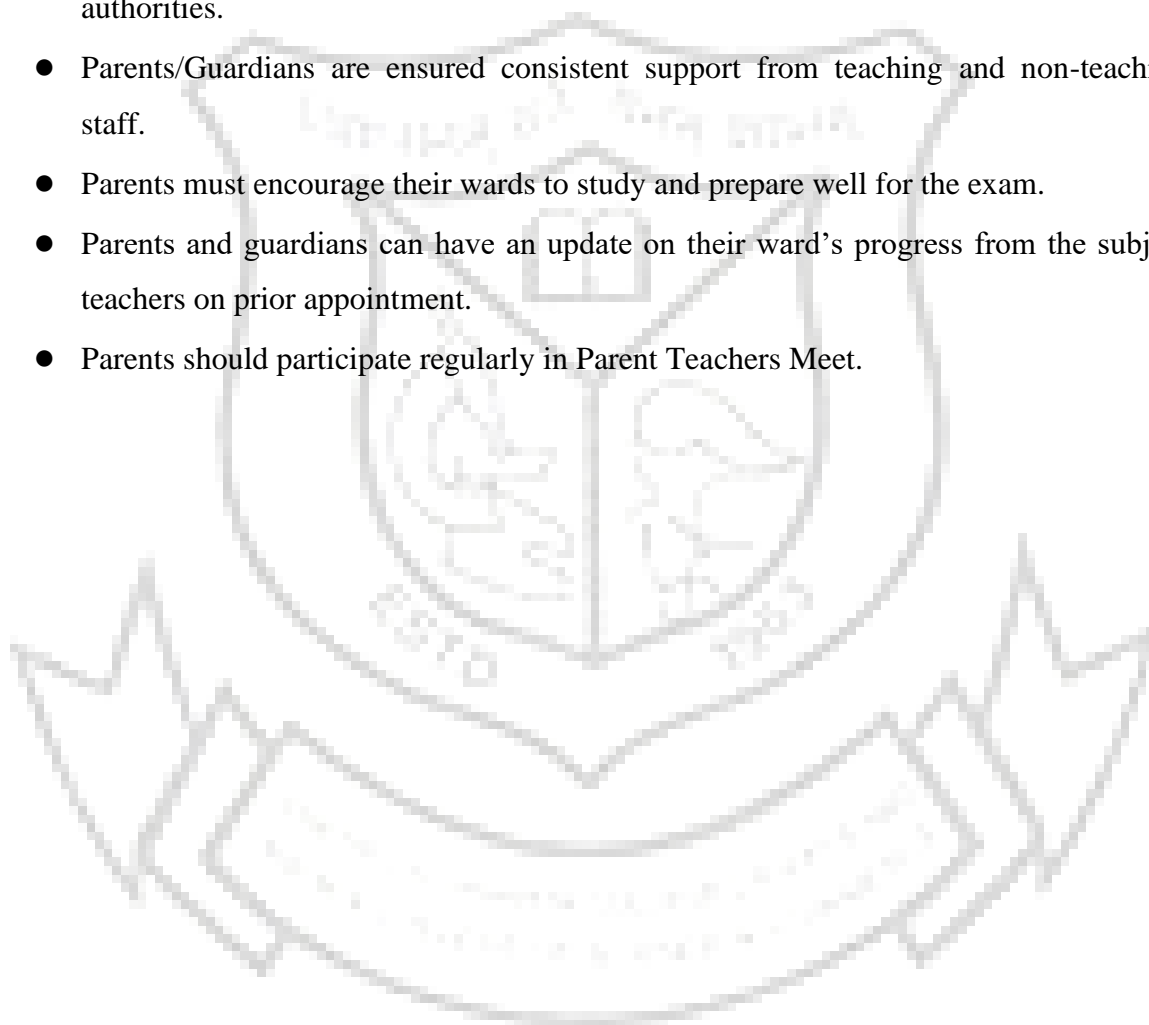
**5. SOP for Admissions**

- The admission procedure for every academic session commences as per the circulars issued by University of Mumbai.
- We pick the best and brightest students purely on their academic merit and passion for their chosen course
- Registration form and schedule of admission process are made available online on the college website and on college campus.
- On completion of the registration process and after the verification of documents, the list of shortlisted candidates will be displayed on the college website and the notice board.
- Once the admission is confirmed students will be notified about the admission through mail or phone call.
- Fees to be deposited within the stipulated time period. Once the admission form, fees and required documents are received, Roll no will be assigned to the student.
- An orientation session will be informed to parents through e-mail or telephonically.

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COMMERCE**

**6. SOP for Parents/Guardians**

- Parents/Guardians are expected to cooperate with the college authorities in the matters concerning their wards by personally attending the college on request of college authorities.
- Parents/Guardians are ensured consistent support from teaching and non-teaching staff.
- Parents must encourage their wards to study and prepare well for the exam.
- Parents and guardians can have an update on their ward's progress from the subject teachers on prior appointment.
- Parents should participate regularly in Parent Teachers Meet.

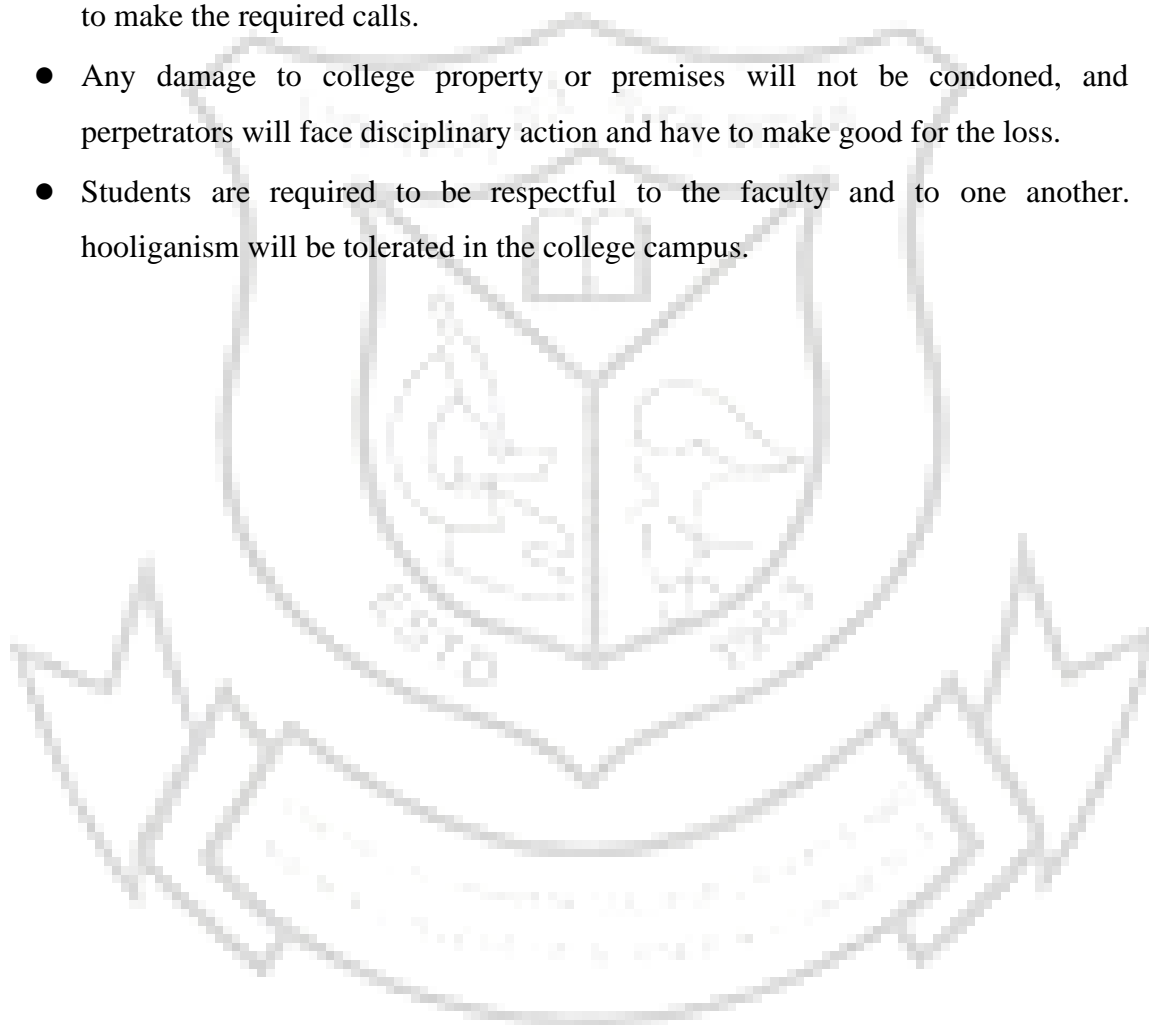




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SHETH L.U.J COLLEGE OF ARTS & SIR M.V. COLLEGE OF SCIENCE AND  
COMMERCE**

**7. Discipline and Rules of Conduct**

- Students are required to wear their I.D. cards while on college campus.
- Students are not permitted to use cell phones in classrooms, laboratories and libraries.  
In the event of an emergency, students can ask their teachers/librarian for permission to make the required calls.
- Any damage to college property or premises will not be condoned, and the perpetrators will face disciplinary action and have to make good for the loss.
- Students are required to be respectful to the faculty and to one another. No hooliganism will be tolerated in the college campus.



### **8. Students Examination Ethics**

- Student must have a valid ID card and/or hall ticket to appear for an examination.
- Student must be present in the examination hall at least 30 mins prior to the commencement of the examination. Student will not be allowed to enter or leave the examination hall till the first 30 mins of exam commencement.
- Mobile phone use by staff or students is absolutely banned within the examination hall.
- In the case of an emergency, students or staff can contact the exam attendant, who is stationed on each level during exam hours.
- Students are not permitted to leave the examination hall until their answer papers have been collected by the invigilator.
- Any attempt to copy, cheat, or disturb fellow students during an examination will not be tolerated, and the offender will face disciplinary action.

## **9. Research Ethics**

- Research scholars are expected to refrain from plagiarism, data manipulation, and misleading facts in articles, manuscripts, and conference proceedings published/presented by them.
- Research scholars should avoid prejudice against any caste, creed, or religion in their research articles.
- Research scholars should avoid violations of national integrity, human and/or animal rights.
- Research scholars shall mention college name as research scholars' affiliation in the articles they publish.
- Research scholars should give proper citation to the work adopted from other articles.
- The college also adheres to the Plagiarism Policy.
- Ethics and honesty are fundamental in all academic activity, whether teaching, project or research, and are founded on lofty moral standards.
- Claiming credit and ownership of others' work and ideas, whether consciously or naively, goes against the spirit and ethics of study.
- Unethical practices affect the academic environment and the reputations of institutions and people.

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COMMERCE**

**10. SOP's for Conducting Various Events (Webinar / Seminar / Workshop  
/ College Fest):**

- Event in-charge has to submit duly filled Proposal Form to IQAC before minimum 10 working days of the proposed event date.
- Budget to be prepared by event in-charge and get approved with IQAC Committee along with event proposal.
- IQAC will intimate the proposal approval status to the event in-charge within 5 working days of proposal being submitted.
- Notice for the event required to be circulated to different departments / expected participants.
- Permission for usage of infrastructure such as Seminar Hall / Auditorium or college speakers, mic sets will be made available for the event after submitting the Infrastructure Reservation Form.
- Feedback for every event from all participating candidates must be recorded.