

**The South Indian Association's
The S.I.A. College of Higher Education
Affiliated to University of Mumbai
Accredited B+ by NAAC
P-88, MIDC Residential Area Dombivli Gymkhana Road,
Near Balaji Mandir, Dombivli (East), 421203**

**CODE OF CONDUCT
2018-19**





INDEX

CHAPTER-I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

- 1.1 DISCIPLINE
- 1.2 I-CARD
- 1.3 HUMAN VALUES
- 1.4 DRESS CODE
- 1.5 MOBILE PHONE
- 1.6 ATTENDANCE
- 1.7 RAGGING
- 1.8 EXAMINATION
- 1.9 GENERAL
- 1.10 CODE OF CONDUCT FOR PROJECT & PRACTICALS

CHAPTER-II: INSTITUTIONAL CODE OF CONDUCT FOR STAFF

- 2.1 DISCIPLINE
- 2.2 LEAVES

CHAPTER III: CODE OF CONDUCT FOR TEACHING-STAFF

- 3.1 DISCIPLINE
- 3.2 LEAVES
- 3.3 CONTINUOUS ASSESSMENT
 - 3.3.1 CLASSROOM TEACHING
 - 3.3.2 LABORATORY
 - 3.3.3 TEST/ASSIGNMENTS/MID-TERM/UNIVERSITY EXAMINATIONS
 - 3.3.4 APPRAISAL REPORT

CHAPTER IV: CODE OF CONDUCT FOR SUPPORTING STAFF

- 4.1 ADMINISTRATIVE STAFF
- 4.2 ACCOUNTANT
- 4.3 STUDENT SECTION
- 4.4 LAB ASSISTANT
- 4.5 LAB ATTENDANT
- 4.6 CLERK
- 4.7 PEON

CHAPTER V: CODE OF CONDUCT FOR HEAD OF DEPARTMENT

CHAPTER VI: CODE OF CONDUCT FOR PRINCIPAL

CHAPTER VII: PROFESSIONAL ETHICS

CHAPTER I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- All students are expected to observe rules and regulations currently in force to enable the smooth working of the college.
- Students are prohibited from doing anything inside or outside the college that will interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought into the college directly or indirectly.
- The student should follow the academic calendar as per the instructions of Head of the Institute.
- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, immoral or political expressions and activities within the college campus
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- While representing the college at any other place, the student's behaviour should not be detrimental to the image of the college.
- Students are not to bring the outsiders into the college premises.
- Students are directed not to collect any fund from other students or from outsiders without the written Permission of the Principal.
- Each and every student shall Endeavour to preserve the high standards of the college by excelling in good manners.
- Smoking and possession of any addicted material are strictly prohibited inside the college campus.
- The powers relating to the disciplinary action in the college will vest with the Principal and her decision in this respect shall be final. Any one, who violates the Code of Conduct, will be severely dealt with.
- Disciplinary action will be taken by the Principal against any student, who is persistently indiscipline or is repeatedly or will fully mischievous or guilty of malpractice in unauthorized alteration in the mark sheet or who in the opinion of the Head of the Institution had a troublesome influence on his fellow students.

1.2 I-CARD

- All students of the college should always wear their valid college Identity Cards whether in college or while representing the college at any other place. Further, it should be produced whenever demanded by any of the college staff. Identity card should be obtained and carefully preserved, by paying the prescribed charges and fulfilling the necessary formalities.

- If student has lost library card or I-card, it should be reported immediately to the office and the librarian with an application.

1.3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- The students should follow a decent dress code suitable to decorum of the college. Sleeveless tops, short clothes, $\frac{3}{4}$ length clothes should be strictly avoided.
- Dress & hair style should be in conformity with the standards accepted by the institution.

1.5 MOBILE PHONE

- As per the University of Mumbai norms, the students should refrain themselves from bringing the mobile phone, I-pods, earphones, Mp3 player headphones etc. In the college premises. If any student is found using the mobile anywhere in the college premises, the mobile phone will be confiscated for 15 days and will be returned only after a written apology letter along with the Rs.500 final payable in Cash/DD in the college cash counter.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.6 ATTENDANCE

- Every bonafied learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical, tutorials etc. wherein short and/or long excursion/filed visit/ study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of period which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have average attendance of 75%.
- The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/ co-curricular activity/ competition/ camp/ workshop/ convention/ symposium/ seminar etc. where the said learner is officially representing the college/ University/ district/ state/ Country with the permission of the principal/ Director/Head of the college/ institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-computing the average attendance the periods missed for what is envisaged here-in-above shall be deemed to have been attended by the said learner.
- All applications for leave of absence along with medical certificate, if any, should be submitted to the class teacher.
- General Rules Pertaining to Attendance:
 - a) Students who request leave of absence from lectures/ Practical/ Tutorials for participating in sports, cultural or any other countersigned by the respective co-ordinator.

- b) Parents are required to contact the Principal or class teachers at least once in a term, to keep themselves appraise of their ward's attendance and progress.
- c) All decisions pertaining to grant of terms will be decided by an Attendance Committee consisting of the Principal & senior members of the teaching staff

1.7 RAGGING

THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999 MAHARTASHTRA ACT NO.XXX21.OF 1999

- **Prohibition of Ragging:**
Ragging within or outside of any educational institution is prohibited.
- **Penalty of Ragging:**
 - Whoever directly or indirectly commits, Participates in, abets or propagates ragging within or outside any educational institution, shall, on conviction, be punished with imprisonment for a term which may extend to two
- **Dismissal of student:**
Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from date of order of such dismissal.
- **Suspension of student:**
Whenever any student of, as the case may be, partner or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the fore going provisions, within seven days of the receipt of the complaint enquire into the matter mentioned in the complaint and if , prime facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.
Where on enquiry by the head of the educational institution, it is proved that there is no substance, prime facie, in the complaint received under sub-section [1J], he shall intimate the fact, in writing to the complaint.
The decision of the head of the educational institution that the student has indulged in ragging under section (1), shall be final.

NOTE: The student(s) should report the incident of ragging (if any) to the principal immediately, so that the necessary steps can be initiated in that matter.

1.8 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- Students resorting to unfair means at the examinations will be dealt in accordance with provisions of the Government of Maharashtra Act No. XXXI of 1982 and the Maharashtra University Act 1994.
- The students can apply for verification, Xerox copy of Assessed Answer Books and Revaluation immediately (within stipulated time) after the declaration of the results of the Semester Exams. The students are advised to see the Notice Board for the latest circular after the declaration of Results.

1.9 GENERAL

- Students are expected to be polite and soft spoken to all the members in college. Rude and aggressive behaviour is not appreciated.
- Students should read the notices on the Notice Board regularly.
- Students must maintain silence in the class-rooms, Library, Reading Room, Office, Laboratories and the corridors.
- Student should clear all the dues/fees before the end of the term.
- In case of any problem, personal or academic, students can approach to the Professor-in-Charge of the respective class who will help them to solve their problems.

1.10 CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

CHAPTER II

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- All staff members of the Institution are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and best efforts for the progress of the Institution.
- The Staff members should contribute to the vision, mission and goals of Institution through engagement of working hours.
- All the Staff members must be punctual, sincere and regular in their work approach.
- Staff members must attend all functions of the college as per the instructions of Principal, Co-ordinators and Heads of the respective departments.
- Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status, Pregnancy, physical features, disability or impairment (physical disability or medical status) etc.
- Staff members should work in co-operation and collaborative manner with others relating to academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Members should show no partiality to any segment / individual student.

2.2 LEAVES

- Staff members shall get casual leaves, medical leaves and vacations as per Rules of University of Mumbai.

CHAPTER III

CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The teaching plan should ensure that the assigned lectures are completed in time with adequate importance is given to practical learning

3.2 LEAVES

- All the leaves such as casual leave, medical leave will be guided by the rules of the Government, University of Mumbai and the Management.
- When a faculty member intends to take leave should intimate the head of institution in advance and get approval for the same.
- While on leave the lectures, practicals and invigilation should be suitably adjusted without disturbing the regular schedule.

3.3 CONTINUOUS ASSESSMENT

- The faculty members have to prepare the Lesson plan for all the subjects and the same has to be submitted to the HOD during the beginning of the term.
- The teaching staff should not indulge in any unethical practice in any of the activities concerned with the college
- The teaching staff should actively contribute for the smooth conduct of the continuous assessment process.
- The faculty members should prepare and update themselves to meet all kind of academic challenges and also strive for improvement in teaching learning process.
- The faculty members should get the feedback from students and act / adjust the teaching appropriately.
- In case of behavioural related issues, the teaching staff should interact with the coordinators and Head of the departments or the counsellor to address the issue.
- Every Faculty Member should maintain academic record book.

3.3.1 CLASSROOM TEACHING

- The faculty should engage the full 50 minutes lecture and should not leave the class early.
- Carrying or using mobile phones in the classroom is strictly prohibited.
- The staff should make use of ICT for effective classroom learning.
- The staff should encourage students asking doubts / questions and should take special care to address the needs of slow learner.
- The staff should be a mentor in guiding the students and also motivate the students to actively participate in curricular, co-curricular and extracurricular activities organised by the college as well as outside the college.

3.3.2 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

3.3.3 TEST/ASSIGNMENTS/MID-TERM

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

3.3.4 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal and Head of the Department.

CHAPTER IV

CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should attend their place of work punctually in accordance with their conditions of service.
- If a member of staff is unable to attend their work they must notify the Principal themselves so that alternative cover arrangements may be made.
- Staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should adhere to accuracy, completeness, and conformation to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

4.3 STUDENT SECTION

- Student section should to ensure the eligibility of the students and prepare related documents to submit them to University of Mumbai within prescribed time limit.
- Ensure the student document verification by University of Mumbai within time limit.
- Submit the student forms, eligibility and student insurance to University
- Ensure timely submission of examination forms to University.
- Ensure caste certificate/caste validity from concern divisional office.

4.4 LABORATORY INCHARGE /ASSISTANT

- Retain current knowledge of all available technical support staff and contact them with relevant issues to obtain further support.
- Lab assistant should maintain attendance register o Lab assistant should keep the setup ready before conduct of the practical.
- Provide technical support for students using the computer-lab; Systems administration
- Maintain computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in computer lab.
- Lab assistant should ensure the cleanliness of laboratories.

4.5 LABORATORY ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

4.6 CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

4.7 PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

CHAPTER V

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- ✓ 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.
- ✓ The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- ✓ The Head of the department should ensure that the work load of the teacher should not be less than 20 lectures per week.

- ✓ The teaching load should be allotted by the HOD after taking into account of the Faculty Member's field of specialisations, interests/choices etc
- ✓ The Head of the Department should arrange the regular meetings of the staff to appraise the progress of academic and administrative work.
- ✓ The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference, to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- ✓ The Head of the Department should arrange for feedback responses from the students, parents on quality-related department processes.
- ✓ The Head of the Department should prepare all the reports of department and submit it to the Principal.

CHAPTER VI

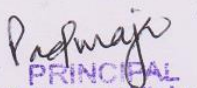
CODE OF CONDUCT FOR PRINCIPAL

- ✓ The Principal should supervise and monitor the administration of the academic programmes and general administration of the Institution to ensure efficiency and effectiveness .
- ✓ The Principal should ensure that quality in education and academic services is maintained for continuous improvement and strive for holistic development of the students to make them better individuals and responsible citizens of the country.
- ✓ The Principal should plan the budget provisions and follow the audit practices.
- ✓ The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institution.
- ✓ The Principal should form various college level committees which are necessary for the development of the Institution.
- ✓ The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference, to author text books enrol for Ph. D programme and publish research papers in reputed International / Indian Journals/Magazines and Periodicals etc.
- ✓ The Principal should provide leadership opportunities and direction to students and staff members.
- ✓ The Principal should take the responsibility of development of academic programmes of the Institution.
- ✓ The Principal should convene meetings of all of the authorities, bodies or committees, as and when required.
- ✓ The Principal should ensure that directions issued by the management are strictly complied with or, implemented.
- ✓ The Principal should ensure that the long-term and short-term development plans of the Institution in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- ✓ The Principal should forward reports of the Institution the Management.
- ✓ The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.
- ✓ The Principal should periodically review this Code of Conduct.

CHAPTER VII

PROFESSIONAL ETHICS

- ✓ Act with the highest standards of honesty and ethical conduct while working in the college premises and other locations such as workshops, seminars and social events, or at any other place where the staff are representing the Institution.
- ✓ Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institution.
- ✓ Staff members must respect privacy of students and other staff members of the Institute.
- ✓ Staff members should treat students, parents, colleagues and other staff members with courtesy and sensitivity to their rights, duties and aspirations.
- ✓ Staff members should respect the dignity, rights and opinions of colleagues and students and other staff members.
- ✓ Staff members should respect cultural, ethnic and religious differences of colleagues and students.



PRINCIPAL
The S.I.A. College of Higher Education
DOMBIVLI (E)



Name: Dr Padmaja Arvind
Signature: Principal & Chairperson, IQAC