



College of Arts,
Science &
Commerce (Autonomous)

RISE WITH EDUCATION

NAAC REACCREDITED - 'A' GRADE


SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS), SION (W),
MUMBAI -400 022

NAAC SSR – CYCLE 4 : 2018-2023

Metric No.7 : 7.1.10: Code of conduct for Students, Teachers and Administration

Document name	Page numbers
1. Code of conduct for Students	2
2. Code of conduct for Teachers	3
3. Code of conduct for the Administrator and Administrative Staff	4

This is to certify that the attached documents have been verified and found to be true.


Principal
SIES College of Arts, Science &
Commerce (Autonomous)
Sion (West), Mumbai - 400 022.



1. Code of conduct for Students



AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

Code of conduct : Students

1. The conduct of students in the college shall be such that it will not interfere with the orderly administration and discipline in the college, or cause any disturbances to fellow students.
2. Students are expected to come to the college decently attired. If a student's dress, in the opinion of the Principal and staff members, is indecent and is detrimental to the best interests of the college, appropriate disciplinary action may be taken against such a student.
3. Ragging in any form is strictly prohibited in and around the campus and is punishable under law as per the Supreme Court decision.
4. Use of Mobile Phones is permitted only in the college canteen or Gymkhana or Cloak Rooms.
5. Co-curricular and extra-curricular activities of the college would be conducted by the Chairpersons of Associations or Conveners of various committees with the help of student secretaries. No Associations/ Organisations/ Societies shall be formed in the college without the prior permission of the Principal.
6. Any official information related to college will be released to Media only with the prior permission of the principal
7. Any external interference in college functioning and administration will not be permitted.
8. Students will participate in the Industrial visits/Excursions/Study Tours at their own risk and will not hold the college responsible for any undue incidents or claim compensation for damages arising out of it.
9. Students are expected to take care of the college property and to help in keeping the premises clean. Damage to the property of the college e.g. spitting, disfiguring walls, doors, breaking furniture, fittings, glasses is a breach of discipline and will attract severe punishment.
10. Students are advised to carry with them their books, valuables and other belongings whenever they leave their classrooms/laboratories/library. The college is not responsible for any loss of students' property. Those who ind lost property should deposit it in the college office. The owner should claim the lost property at the college counter on the following day after due identification.
11. Students are expected to read the Notice Boards daily for academic and administrative information.
12. Smoking/ Spitting In the College Premises Is Strictly Prohibited.
13. Sexual Harassment Is A Punishable Offence.
14. Matters not covered under the above mentioned instructions/rules and regulations shall rest with the discretion of the Principal.



Principal
SIES College of Arts, Science &
Commerce (Autonomous)
Sion (West), Mumbai - 400 022.

2. Code of conduct for Teachers



AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

Code of conduct : Teachers

1. The teacher shall be at the disposal of the College for full-time and shall serve in such capacity and at such place, as he may, from time to time be so directed.
2. The teacher shall conform to and abide by the provisions of the Act, Statutes, Ordinances, Regulations, Rules and Directives and decisions of the Competent Authority.
3. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him by the University and College.
4. The teacher shall at all-time maintain absolute integrity, show devotion to his profession and shall do nothing which is unbecoming of a teacher.
5. Manage their private affairs in a manner consistent with the dignity of the profession.
6. Seek to make professional growth continuous through study and research.
7. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
8. Maintain active membership of professional organisations and strive to improve education and profession through them.
9. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
10. Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research
11. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
12. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
13. Participate in extension, co-curricular and extra-curricular activities, including the community service.



Sival
Principal
SIES College of Arts, Science &
Commerce (Autonomous)
Sion (West), Mumbai - 400 022.

3. Code of conduct for the Administrator and Administrative Staff



AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

Code of conduct : Administrators

College Principal/administrator should:

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organisation of human resources and concern for environment and sustainability.
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
3. Act in the best interest of college by managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
7. Manage their private affairs in a manner consistent with the dignity of the Profession.
8. Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research.
9. Participate in extension, co-curricular and extra-curricular activities, including community service.
10. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.



Principal
SIES College of Arts, Science &
Commerce (Autonomous)
Sion (West), Mumbai - 400 022.

Code of conduct : Administrative and other staff members

1. The employee of the college shall be at the disposal of the college for full-time and shall serve in such capacity and at such place as he may from time to time, be so directed.
2. The employee shall confirm and abide by the provision of the constitution, Regulations and
3. Rules and directives and decisions of the Competent Authority.
4. 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.
5. The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall be nothing which is unbecoming of an employee of the college as the case may be.
6. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the same being.




Principal
SIES College of Arts, Science &
Commerce (Autonomous)
Sion (West), Mumbai - 400 022.