



The South Indian Association's
The S.I.A College of Higher Education (Autonomous)

Affiliated to University of Mumbai

Reaccredited B+ by NAAC

P-88 M.I.D.C Residential Area, Dombivli Gymkhana Road,

Near Balaji Mandir, Dombivli (East), 421203

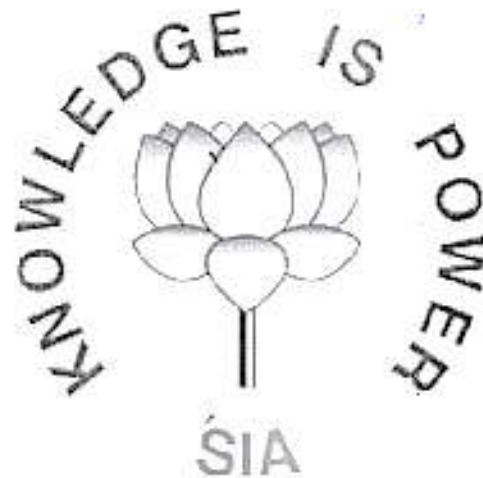
www.thesiacollege.com

Code of Conduct



Table of Contents

1. Institutional Code of Conduct for Students
2. Institutional Code of Conduct for Teaching Staff
3. Code of Conduct for Supporting Staff
4. Code of Conduct for Principal
5. Discipline and Professional Ethics



1. INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- Observe rules and regulations in force for smooth working of the college.
- DO NOT ENGAGE in any activities inside or outside the college that will interfere with its orderly administration or affect its public image.
- Follow the academic calendar as per the instructions of Head of the Institution.
- In-disciplinary behaviour or misconduct will be punishable.
- Damage to Institute & campus property will be punishable and compensation will be levied.
- Dispose waste materials in the waste bin only to keep the campus clean.
- Park vehicles in parking zone only, rule-breakers will be fined.
- DO NOT INDULGE in any 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.
- Check your behaviour when representing the college at any other place.
- DO NOT ENGAGE IN FUND COLLECTION of any types without written permission from Head of the institution.
- Endeavour to preserve the high standards of the college through mannered behaviour and conduct.
- Smoking and possession of any addicted material are strictly prohibited inside the college campus.
- Disciplinary action will be taken against any student, who violated the Code of Conduct, is persistently in-disciplined 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.

- The decision of the Head of the institution in the mentioned indiscipline-related acts will be final and irrevocable.
- 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.
- Students must clear all the dues/fees before the end of the term.
- In case of any problem, personal or academic, students can approach Class Teacher who will help them solve their problems.

1.2 I-CARD

- Always wear valid college Identity Cards whether in college or while representing the college at any other place
- Present the Identity Card on demand and carefully preserve it
- Report loss of any type of ID card immediately to the office and library with written application.

1.3 HUMAN VALUES

- Be honest and sincere 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 one another and preserving external and internal environment of the college.

1.4 DRESS CODE

- Follow decent dress code as per the decorum of the college.



1.5 MOBILE PHONE

- Use of mobile phones is prohibited during lectures and examination. Anyone caught using the phone will be fined along with confiscation of the phone. If any student is caught with mobile phone during exam, copy case will be registered as per University rules.
- The College will not be responsible for loss or theft of mobiles, any valuables and other belongings.

1.6 ATTENDANCE

- All students should have 75% attendance for lectures, practicals, tutorials as per the University rules and regulations.
- The attendance for the periods missed by the students representing the College in academic and extra-curricular activities organized at the College/University/District/State/National and International levels will be adjusted accordingly.
- Students should submit applications for leave of absence along with medical certificate, if any, to the class teacher.
- All decisions pertaining to grant of terms will be decided by an Attendance Committee consisting of the Principal & senior members of the teaching staff.



2. INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF

The teacher appointed in the college will be on probation for one year from the date of joining. On completion of one year, the Management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher. During the probationary period if the teacher wants to leave the service at the end of academic year, she should give one month notice.

2.1 DISCIPLINE

- Equal treatment towards all the stakeholders
- Punctuality and regularity during work hours
- Carrying or using mobile phones in the classroom is strictly prohibited

2.2 LEAVES

- Staff members shall get casual leaves, medical leaves, maternity leave, and vacations as per Rules of University of Mumbai and Management.
- Obtaining prior approval of HOD and sanction of the Principal is necessary for:
 - Adjustment of lectures, practical's and invigilation
 - On-duty leave for college related work



CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- ✓ Responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal
- ✓ Fix departmental and teaching workload for all faculty
- ✓ Work load of the teacher should be allotted as per rules and regulations of University of Mumbai
- ✓ Allot work load considering faculty member's specialization, interest and choices
- ✓ Regular meetings of departmental staff to be conducted for academic and administrative work progress
- ✓ Collect feedback periodically from stakeholders
- ✓ Prepare and submit all reports to the Head of the Institution at the end of the year



3. CODE OF CONDUCT FOR SUPPORTING STAFF

3.1 LEAVES

- Staff members shall avail casual leaves, medical leaves, maternity leave, and vacations as per Rules of University of Mumbai in consultation with the Management.

3.2 LIBRARIAN

- Custodian of books, magazines and all functions related to the library
- Preparation of library budget
- Collection of requisition from the faculty and placement of orders post approval from the Principal
- Processing of library reading materials
- Proper maintenance of record regarding issue of books and magazines to the stakeholders
- Allocation and delegation of work to the library staff
- Conduct, supervision and maintenance of annual stock verification of library resources

3.3 ADMINISTRATIVE STAFF

- Maintain integrity towards all stakeholders
- Be punctual and regular at work
- Unavailability due to emergencies should be informed to higher authorities to facilitate substitute staff
- Maintain college, department, student and faculty related documents
- Submission of examination related documents to the University
- Any other responsibility assigned by Head of the Institution



3.4 ACCOUNTANT

- Prepare and evaluate financial records and reports
- Report to the Principal regarding the financial status of the college at regular intervals
- Adhere to accuracy, completeness, and conformation to reporting and procedural standards
- Provide all the necessary account statements and documents for various committees of the institute
- Financial audit preparation

3.5 LABORATORY INCHARGE

- Maintain attendance register of students and staff visiting the lab
- Provide technical support for students using the computer-lab and systems administration
- Maintain inventory related to computers

3.6 CLASS IV STAFF

- Report to the college half an hour before the college time
- Upkeep of laboratories, class, staff rooms and campus
- Complete the work assigned by the Principal, Head of the department and other staff members
- In case of any emergency, the staff should obtain prior permission from Principal and office Superintendent before leaving the campus



4. CODE OF CONDUCT FOR PRINCIPAL

- ✓ Monitoring the administration of academic programmes for effective implementation of policies
- ✓ Supervision of general administration of the institution
- ✓ Adherence to quality policies of the institution related to academic services for holistic development of the students
- ✓ Planning institutional budgets for approval from Management
- ✓ Authority to take necessary disciplinary actions for the benefit of the institution
- ✓ Formation of various college level committees which are necessary for the development of the Institution
- ✓ Timely organization of committee and stakeholder meetings
- ✓ Monitoring implementation of all developmental plans of the institutions
- ✓ Ensuring submission of annual reports containing progress achieved in all programs and activities
- ✓ Committed towards the vision, mission of the institution and directions of the management



5. DISCIPLINE AND PROFESSIONAL ETHICS

5.1 DISCIPLINE- FOR STAFF

- Responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to all kinds of physical assets, movable and immovable property
- Follow the rules and regulations of the Institution as prevalent from time to time
- Devote their time and best efforts for the progress of the Institution
- Contribute to the vision, mission and goals of Institution through engagement of working hours
- Punctual, sincere and regular in their work approach
- Attend all functions of the college as per the instructions of Head of the Institution
- 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)
- Co-operate with colleagues in matters relating to academic and administrative activities to achieve Institutional goals
- Maintain the confidentiality regarding the college affairs and refrain from divulging, directly or indirectly, any information of confidential nature either to a member of the public or of the college staff, unless compelled to do so by a judicial or other authority



5.2 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
- ❖ Respect privacy of students and other staff members of the Institute
- ❖ Be courteous and sensitive to the rights, duties, and aspirations of students, parents, colleagues and other staff members
- ❖ Respect cultural, ethnic and religious differences of colleagues and students

Padmaja Arvind
Dr Padmaja Arvind
Principal & IQAC Chairperson

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

