



**S.I.W.S.**

**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS  
AND  
SMT. THIRUMALAI COLLEGE OF SCIENCE**

Plot No. 337, Sewri - Wadala Estate,  
Major R. Parameshwaran Marg, Wadala, Mumbai – 400 031  
(Affiliated to the University of Mumbai)  
ISO 9001: 2015 Certified

**CODE OF CONDUCT FOR STUDENTS  
AND NON-TEACHING STAFF**



## I) CODE OF CONDUCT FOR STUDENTS

- 1) Students are expected to be in the college premises for classes from 7.30 am to 12.30 noon.
- 2) All students have to wear the Identity card issued by the college while Students must adhere to the Dress Code of the College and come neat and tidy to the College.
- 3) Students are expected to wear decent dress to the college. No dress provoking religion caste or creed will be accepted.
- 4) Students are required to maintain a normal hairstyle in the campus.
- 5) Students are expected to greet faculty and maintain due respect to them.
- 6) It is mandatory for the students to maintain 75% attendance.
- 7) Ragging is strictly prohibited in the college premises. Any student found to perform such activity will be punished.
- 8) Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time. Only urgent/important notice shall be read out in classroom.
- 9) Consuming Alcohol, Gutkha and Smoking are strictly prohibited in the College premises and outside the area of the college.
- 10) Every student must co-operate to keep college premises/campus/class room & desk, benches and chairs clean and neat and everyone must use dust bin for garbage.

- 11) Spitting is strictly prohibited in the college premises/campus or in class room.
- 12) College premises and class rooms will be under CCTV surveillance, Everyone must follow the disciplinary manners in college premises/campus/class room.
- 13) During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
- 14) Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
- 15) For any kind of misbehaviour with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, disciplinary action will be taken against him/her/them.
- 16) Furniture in the class rooms should not be moved or displaced.
- 17) Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
- 18) Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
- 19) In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the University examinations.

- 20) Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
- 21) No function/program/ birth day in the college campus / class room without prior permission of the principal. All events should be conducted with the permission of the Principal
- 22) No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
- 23) Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
- 24) Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
- 25) Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
- 26) Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
- 27) In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerned teacher, who will help them solve their problem.
- 28) Each student should park his/her vehicle at the parking space of the college.
- 29) A student may not knowingly provide false information or make misrepresentation to any College office.

30) Forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

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## **II) CODE OF CONDUCT FOR STUDENTS WHILE USING THE COLLEGE LIBRARY**

- 1) Every staff / student of the college is eligible for membership of the Library
- 2) The Library can be utilized by the students and staff from 9.30 A.M. to 5.P.M. on working days.
- 3) All students should sign the entry register of the Library, before entering.
- 4) Silence must be observed in the Library.
- 5) Personal belongings are not allowed inside the Library.
- 6) Misbehaviour in the library will lead to cancellation of admission and serious disciplinary action will be taken against the concerning student/s.
- 7) Students must handle the book/s very carefully.
- 8) All students should note that, Identity Cards are not transferable.
- 9) If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
- 10) Students should ensure that the books which they borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
- 11) Students are not permitted to underline, write in, folding / tearing of pages or deface books in any way whatsoever.

- 12) The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1/- per day for students will be collected.
- 13) If the due date falls on holidays, return can be done on the following working day without fine.
- 14) A student who has lost borrower's card shall make a written report to the librarian, then duplicate card will be issued on payment of Rs. 50/-
- 15) All final year students should return their library books as per due date of library circular and obtain 'NO DUE CERTIFICATE' from the library for getting Hall ticket of University Examination.

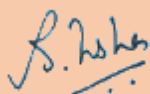
### **III) CODE OF CONDUCT FOR NON-TEACHING STAFF**

- 1) All Non-teaching staff of the college should all discharge their duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
- 2) Maintain their professional knowledge and skills and update themselves professionally for the proper discharge of duties assigned to him/her.
- 3) Must be punctual every day.
- 4) Assist in carrying out functions relating to the administrative 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 all types of Examination works.
- 5) Respect the right and dignity of students for assisting them any kind of help/guidance etc.
- 6) Speak respectfully and behave politely to all authorities and stakeholders of the college.
- 7) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- 8) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices as per their demand;
- 9) Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.



- 10) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- 11) Should adhere the Code of Conduct of the institution.
- 12) Every employee should apply their knowledge and experience for overall development of the office work of the college.
- 13) Every employee should behave and perform fair and committed to the best interest of the college.
- 14) Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- 15) Should maintain the positive relationship with all colleagues and teaching staff and the students of the college.
- 16) Every employee should possess his/her identity as an Employee of the college/Institution in the society. No employee should act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside or outside of the College Campus.
- 17) Every staff of SIWS should maintain the reputation, discipline and culture of the College at the public places/ in the society.
- 18) No employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- 19) Avoid conflicts between their professional work and personal interest.
- 20) None of the non- teaching staff should by act or deed, degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of his profession.

- 21) No one shall ordinarily remain absent from work without prior permission of the Principal or without grant of leave.
- 22) Shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- 23) Should adopt a humane approach in dealing with students who are physically challenged.
- 24) No one shall meet/approach directly to any member of the Management/ Governing Body for their personal issue or any other matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body in written form.
- 25) Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.



**Dr. Usha Iyer**

**Principal**

**Date : 1<sup>st</sup> March, 2017**

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