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CHAPTER-I INSTITUTIONAL CODE OF CONDUCT FOR THE STUDENTS

1. The student is under an obligation to strictly adhere and follow the disciplinary rules and regulations of the Institute.
2. Any student indulging in any act of indiscipline or misbehavior will be liable to strict disciplinary action.
3. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions/activities within the Campus.
4. Any sort of damage to Institutional property due to negligence or on purpose will attract punishment and liability for monetary compensation for the loss incurred.
5. Students are strictly prohibited from parking their vehicles in the premises.
6. Every student must wear and ensure display of I-card in the college premises.
7. If student misplaces the I-card, it should be reported immediately to the administrative office.
8. Students must be dressed decently.
9. Students should ensure regular attendance.
10. The student must adhere to the schedule decided by the respective teachers for their submissions (assignments, journals, tutorial works, projects etc.).
11. Student is expected to be honest and sincere in all academic activities and with all the stakeholders.
12. The students shall obtain an undertaking from their Guardian to participate in all Educational tours or Industrial visits and maintain discipline during the same.
13. The student should switch off their mobile phones when in the classroom, laboratory, library, etc.
14. Students are prohibited from using staff wash rooms.
15. Students should ensure cleanliness of the college premises and use dust bins for disposing litter.
16. Students should ensure switching off the lights and fans when not in use.

Non-compliance of the institutional code of conduct will attract strict disciplinary action by the concerned authorities.

Mechanism adopted to monitor adherence to the institutional code of conduct:

- Faculty representative from each department to monitor class-wise compliance to code of conduct for students.



CHAPTER-II INSTITUTIONAL CODE OF CONDUCT FOR THE TEACHING STAFF

1. The Faculty Members should report to college at least 15 minutes before the commencement of their college timings.
2. After the subject allocation, lecture wise plan should be prepared by the individual staff member and displayed on the website in the beginning of the academic term.
3. The teaching staff must ensure strict adherence to the academic and event planner of the Department/Institution.
4. Faculty members must communicate adjustments in lecture schedule, if any to their respective Head of the Department.
5. Faculty members should accompany the students during educational tours and Industrial visits on rotation.
6. Academic Diary should be maintained by every faculty member.
7. The faculty member should get the leave pre-sanctioned by the authorities and ensure suitable alternate arrangements.
8. Faculty members should abstain from indulging in unethical practices.
9. It is mandatory for every Faculty Member to take additional responsibilities as and when assigned by the Head of Department / Principal.



CHAPTER III- INSTITUTIONAL CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. The Non-Teaching staff should report to college at least 15 minutes before the commencement of their college timings.
2. Non-Teaching staff must communicate adjustments in duties allotted, if any to the Registrar of the Administrative office well in advance.
3. Non-Teaching staff should accompany the faculty and students during educational tours and Industrial visits on rotation.
4. The Non-Teaching staff should get the leave pre-sanctioned by the authorities and ensure suitable alternate arrangements.
5. Non-Teaching staff members should abstain from indulging in unethical practices.
6. It is mandatory for every Non-Teaching staff Member to take additional responsibilities as and when assigned by the Registrar / Principal.
7. Confidentiality of the faculty members and the department should be maintained
8. Non-Teaching staff members should fulfill the duty and responsibility allocated to them by the Registrar / Principal.
9. Staff should be polite, cordial and cooperate with the other staff, faculty, students and parents.
10. Non-Teaching staff members should be committed to fulfill the requirements of students and other stakeholders in the given frame of time.



CHAPTER IV: INSTITUTIONAL CODE OF CONDUCT FOR THE HEADS OF THE DEPARTMENT

1. The workload of all the staff should be defined by the Head of the department.
2. The Head of the department should ensure that the workload of the teacher should not exceed the prescribed number of hours.
3. 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.
4. The Head of the Department should hold meetings with the staff at regular intervals.
5. The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference and to pursue research.
6. The Head of the Department should prepare the confidential report of all the staff members of his/her department and submit it to the Principal as and when required.



CHAPTER V: INSTITUTIONAL CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal should monitor the overall administration to ensure efficiency and effectiveness.
2. The Principal has the authority to take all the necessary actions as and when required to maintain discipline in the Institute.
3. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences and to pursue research.
4. The Principal should periodically review the Code of Conduct.
5. The Principal should convene meetings with the staff members and the Heads of the department on a regular basis.
6. The Principal should convene meetings with the authorities, bodies or committees, as and when required.

CHAPTER VI: INSTITUTIONAL CODE OF CONDUCT FOR THE PARENTS

1. Parents/ Guardian should recognize that the education of each student is the joint responsibility of the parent, student, faculty and the institution.
2. Parents/ Guardian should treat members of the faculty, staff, security personnel and others employed by the College, in a professional and respectful manner.
3. Parents/ Guardian should set an ideal example for students in their conduct, language and behavior on and off campus.
4. Parents/ Guardian should refrain from negative or unsubstantiated criticism that disparages the reputation of the college or its employees on any social media sites.
5. Parents/ Guardian, in case of any dispute, should seek clarification from the institute to bring about a successful resolution to the same.
6. Parents/ Guardian should ensure the regular attendance of their wards.




PRINCIPAL
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