



Namita Education & Welfare Society's

SIDDHARTH COLLEGE

(B.M.M., B.M.S & B.Com)

(A Minority Institute, Affiliated to University of Mumbai)

At : Boradpada, Post:Chargaon, On Badlapur-Mhasa Road, Tal:Ambernath, Dist.:Thane – 421 503.

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CODE OF CONDUCT

Namita Education Society's Siddharth College of Arts, Commerce and Science was established way back in 2012 by Shri.Nagesh Sambhaji Jadhav with the goal of nurturing young buds in general and tribal and downtrodden community in particular. From a small beginning of less than 100 students, the strength of the students progressively increased to more than 1300. A significant number of students of our college comes from nearby villages of Boradpada and Badlapur. Our faculty strive to shape those students into responsible citizens.

The college is affiliated to University of Mumbai catering the undergraduate courses of B.A., B.Com, B.Sc, BMS, BAMMC and the Postgraduate degree of M.Com. Academic excellence, social skills, physical endurance and intellectual curiosity are goals we strive to develop students holistically.

Attempts have already been made to provide a vibrant learning environment. Imparting soft skills, launching certificate courses, offering career counselling and partnering with the industry for job opportunities are the future strategies of the college. We motivate our students to participate in co-curricular activities like National Service Programme (NSS), Women's Development Cell, Inter-collegiate Cultural Events and Sports Events.

Few of our students have also participated in national level sports. We are responsible for finding ways to develop our students' hidden talents in order to channel their overall personality development. The management has been trying to add professional colleges to cater the growing demand of the community.



A Code of Conduct defines boundaries of acceptable behavioural norms and clarifies an organisation's mission, values and principles linking them with standards of professional conduct. College is an institution of higher learning and it is necessary to maintain a climate of respect, sensitivity and courtesy.

This code of conduct has been framed and implemented to create awareness amongst its stakeholders about appropriate behaviour at college to ensure a better teaching learning experience and to uphold the sanctity and respect. The document formalizes the acceptable norms of behaviour of students, teachers and administrative staff.

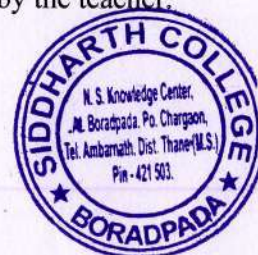
CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should always be honest, sincere, impartial, supportive and impartial.
2. He should have a smooth liaison with the management in presenting important issues raised by other stakeholders.
3. He should function in tune with the vision, mission and objectives set by the management of the college.
4. He should encourage the spread of democratic values on campus and transform it into a place of freedom and emancipation.
5. The Principal should listen to the opinions of the faculty and students and should have a patient hearing.
6. He should make sure that all employees and students are familiar with the college's rules, policies, and procedures.
7. When dealing with faculty and students, one should act justly and fairly.
8. He should create efficient channels for communication and guarantee staff and students have easy access.

CODE OF CONDUCT FOR TEACHERS

Teaching is one of the noble professions which inspires, motivates and molds the students to excel in their studies and future. The Code of conduct for the faculty are designed as under.

1. The teacher should retain the position's dignity and decorum.
2. He/she should carry out his/her responsibility honestly.
3. He/she should actively participate in extracurricular and co-curricular activities with the students.
4. The assigned subjects' lesson plans should be prepared by the teacher.



5. He/she should apply for leave well in advance.
6. He/she ought to be accessible to students for advice.
7. Teachers shouldn't involve in communal activities.
8. He/she should actively involve with the students in co-curricular and extracurricular activities.
9. He/she should prepare teaching plan of the allotted subjects.
10. He/she should inculcate patriotism and discipline among students.
11. He/she should avail leave with prior intimation.
12. He/she should work towards betterment of the Institution.
13. The teacher should be available for consultation to students.
14. The teacher should maintain honesty, integrity, fairness in all activities.
15. The teacher should not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
16. The teacher should avoid social networking sites like Facebook, WhatsApp, etc. since they can be used to mock or demoralise the administration, institution, co-workers, etc. Also avoid in participating in any type of gossip either on the premises or on a social media site like Facebook, Twitter or WhatsApp.
17. The teacher must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution.

CODE OF CONDUCT FOR STUDENTS

1. Every student must wear his/ her identity card while present in the college premises. The Principal and the staff of the college has the authority to check the identity of the student in the college campus.
2. When the faculty enters the classroom, the students must rise from their seats and stay up until the teacher takes a seat or until the teacher gives them permission to sit. When classes are in session, silence is required.
3. During a lecture, no student may enter or leave the classroom without the permission of the faculty.
4. Pay the tuition fee, examination or any other kind of fee on time.
5. All students are required to arrive for class on time, and those who arrive late will be penalised.



6. It is required that every student in the relevant class be present the entire session for any seminars, workshops, project presentation etc.
7. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of institute's academic values will be referred to the discipline committee.
8. Students are advised to wear decent dress.
9. As per the University norms, students should have at least 75 per cent of attendance.
10. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
11. Smoking, chewing paan, paan masala, gutka or any such use of tobacco products are strictly prohibited.
12. Students are not allowed to bunk the lectures and loiter. If found loitering, fines will be levied.
13. Unauthorised festivities and decorations of any size are not tolerated on campus by students.
14. The College Library normally remains open from 9.00 am to 5.00 pm on all working days. The students are required to use the library to learn during free time. They should use the classrooms, library or other designated locations of the academic building for independent study; they should not choose to sit in staircases or other areas where they might obstruct other people's freedom of movement.
15. Before accessing the library, students must present their Library identity cards at the counter. Strict silence must be maintained in the library. No books or periodicals shall be removed from the library unless it is registered at the issuing counter.
16. The student on whose name the book was issued is responsible for paying for any lost, damaged, or vandalised books. All books must be returned by the due date. An overdue fine (Rs.20/- per week) will be imposed on all books not returned on time.
17. Maintain a neat and clean campus. On campus, dispose the wastes only on the designated dustbins.
18. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.



19. Political activity of any kind is not allowed on college premises. It is against the law to hold unauthorised meetings, carry out propaganda, participate in processions or collect money inside or outside the college campus.
20. Wearing of miniskirts, sleeveless tops with deep necklines, fragile clothing, short tops, and leggings made of transparent materials are strongly discouraged for girls. They are also encouraged to wear a duppatta or shawl.
21. Misbehaviour towards female students, use of violence or threats against staff members or other students will be viewed as extremely serious.
22. The college is a Ragging-free college. If any student is found in indulging ragging- by words or by action, strict action will be initiated according to Maharashtra Prohibition of Ragging Act, 1999 which includes Suspension or rustication from the college. Students are advised to read the banner displayed in the campus in this regard.
23. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
24. Students will not bring their friends for leisure or outsiders to the college.
25. Students who use two-wheelers must adhere to all safety regulations set forth by the motor vehicle department both on and off campus. They are required to wear helmets and are restricted from riding with more than one passenger.
26. Two-wheelers with parking stickers pasted on only will be permitted to the campus. Bikes and parking permits are not transferable.
27. Without the Principal's written consent, students are not permitted to distribute any printed materials in the campus. .
28. Announcements and Notices are displayed on College notice boards and website. No student can claim that they haven't seen the notice.
29. Students are not permitted to use mobile phones inside the classroom or corridor. All the staff members are authorized to confiscate mobile phones if used in the restricted areas. Staff members are permitted to use their mobile phones in the staff room or their cabin.
30. It is mandatory for the students to bring their parents as and when necessary.



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PRINCIPAL
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