



Government of Maharashtra
Sydenham College of Commerce & Economics, Mumbai.
(A Constituent College of Dr. Homi Bhabha State University, Mumbai)



Handbook on Code of Conduct

Code of Conduct and College Regulations for Students

- The students shall abide by the rules and discipline and shall do nothing, either inside or outside the College premises that will interfere with its orderly administration. Parents/guardians are presumed to have agreed to the rules, when they sign the declaration to that effect in the admission form.
- Attendance in all lectures, tutorials tests, internal assessments and examinations is compulsory. The students shall abide by the undertaking signed by them regarding minimum attendance of 75 % in each subject and each term as per the University Ordinance. Students remaining absent in any test or examination, without prior permission of the principal, will be liable to disciplinary action. In case of illness a medical certificate along with the leave application must be submitted to the Principal before or on the last day of the test or examination.
- The names of the students with less than 75% attendance will be displayed on the notice board from time to time and the parents/guardians of defaulters are informed in writing, in anticipation of improving attendance. Hereafter, lack of or insufficient attendance will call for disciplinary action. Such students may not be allowed to take the final examination.
- Every student must wear the valid Identity Card, when in the college premises. They must maintain silence during the lectures and must not loiter in the corridors when lectures are being conducted.
- Students should observe modesty in their overall appearance and behaviour.
- Student must behave with dignity and courtesy with teachers, staff and fellow students. Any disobedience and improper language will call for disciplinary action.
- Student must maintain proper discipline while on educational tour/visit or excursion.
- Student should provide truthful information about all documents.
- Student must maintain the utmost ethics of academic integrity while presenting one's own academic work.
- Resorting to ragging, smoking, consumption of alcoholic drinks, intoxicants and narcotic drugs are acts of indiscipline, therefore are strictly prohibited.
- An act which causes destruction or defacing of the property of the College or organizing raids or breaking into the college premises is an act of indiscipline liable for punishment.
- No college association/society can be formed; and no person shall be invited to address a meeting of any society

without the prior permission of the Principal.

- Students may participate or be a member of any educational, cultural, or social association outside the college. They must not, however, become the member of any political or religious organisation.
- All College activities (academic and cultural) must be organized under the guidance and observation of the Principal and Professor In-Charge with prior permission only.
- Students are prohibited to use college name to any private or individual event. Violation may lead to permanently debarring such students from the college.
- Mobile phones should be put in 'silent mode' in the College, 'switched off' during lectures and should not be brought to the College at the time of examination.
- Students should refrain themselves from cyber bullying, cyber harassment, posting inappropriate contents about the College Staff, Fellow Students and about the institution on social media website that may malign (harm) the name of the College. In case of violation of the Rule, student will be liable for disciplinary action.
- Students who apply for any certificate, testimonials or any document that requires the principal's signature should first submit an application along with necessary documents in the college office. Student should not approach directly to the principal for signature
- In case of violation of rules, the concerned will invite punishment in the form of cancellation of admission or/and rustication from the college.

Code of Conduct for Teachers

As per the UGC Regulations 2010 following are Code of Professional ethics to be followed by Teachers:

CODE OF PROFESSIONAL ETHICS (Source: UGC)

I. TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;

2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

3. Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

v. TEACHING AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

vi. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

vii. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote

feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Code of Conduct for Non-Teaching Staff

The Code of conduct for non-teaching staff as per UGC's Mulyapravah Guidelines is as follows:

Non-teaching staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximise their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. Maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.

Staff Union

The staff union would

- support the administration for developmental activities.
- raise the issues in a dignified manner

