



South Indian Education Society's

SIES Graduate School of Technology

Sri Chandrasekarendra Sarawathi Vidyapuram

Plot 1 C/D/E

Sector -5

Nerul Navi Mumbai

**A Handbook
on
Code of Conduct
for
Stake Holders**

Institute Vision and Mission

Vision

To be a centre of excellence in Education and Technology committed towards Socio-Economic advancement of the country.

Mission

1. To impart advanced knowledge in Engineering and Technology.
2. To transform young minds towards professional competence by inculcating values and developing skills.
3. To promote research and ensure continuous value addition among students and employees
4. To strengthen association with industry, research organizations and alumni to enhance knowledge on current technologies.
5. To promote next generation technocracy and nurture entrepreneurial culture for social-economic growth.

Students' Code of Conduct

- i. All students of the college shall devote his/her whole time to the academics and the activities conducted (organized) for development and growth of the

students.

- ii. Every student shall at all times maintain absolute integrity and devotion to academics and shall do nothing to harm the dignity and prestige of the college.
- iii. No student shall directly or indirectly involve in the act of ragging. If any student is found doing so disciplinary actions will be taken against him/her.
- iv. He/she shall be regular and must complete his/her studies in the Institute.
- v. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.
- vi. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially
- vii. No student will involve in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- viii. No student will be intentionally damaging or destroying Institute property or property of other students and/or faculty members.
- ix. No student shall engage in any disruptive activity in a class room or in an event sponsored by the institute.

- x. Participating in activities including
 - Organizing meetings and processions without permission from the institute.
 - Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - Unauthorized possession or use of harmful chemicals and banned drugs.
 - Smoking on the campus of the Institute
 - Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles is strictly prohibited.
- xi. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- xii. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- xiii. No student shall knowingly furnish false information to any person or office acting on behalf of the University/Institute, or forge, alter or misuse any document, record or instrument, or knowingly furnish false information to any person regarding their standing, status, or academic record.
- xiv. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

- xv. The students must wear decent dress. They must also follow the dress code decided/implemented during laboratory hour to ensure health and safety.

Disciplinary Measures

Disciplinary measures which may be imposed, singly or in combination, for non-academic misconduct include, but are not limited to, the following:

- (a) Warning or reprimand – A written warning or reprimand to the student.
- (b) Restitution – Payment of costs, or compensation for loss, damage, or injury that may be monetary or in the form of appropriate service or material replacement.
- (c) Apology - Issuance of a statement, apology, or retraction in an appropriate form in public or in private.
- (d) Loss of privileges – A denial of specified privileges for a specified period of time. Privileges are those that if restricted may affect full participation in campus life but not make it impossible to complete academic requirements.
- (e) Restriction or prohibition of access or use – A denial for a specified period of time of, or conditions imposed on, a student's right to access to or use of any part or all of the University's lands, equipment, facilities, services, activities , programs, meetings, or events or those held by, on, or in association with the University.
- (f) Discretionary sanctions – Imposition of work assignments, or other such discretionary assignments that are considered appropriate and punitive,

compensatory, restorative, educational, or deterrent in nature.

(g) Fines – Levying of a fine. Fines will not normally exceed Rs. 5000/-.

Code of Conduct for Teaching Staff

- i. An employee of the College shall devote his/her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the college.
- iii. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not associated with the College.
- iv. No Faculty/ Staff-member of the College shall, engage in private coaching for remuneration.
- v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- vi. No employee shall, while being on duty take part in political affairs which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the

Parliament or take part in any other election as independent or on any party ticket.

- vii. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- viii. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- ix. The Management in exercising the provision of these rules shall exercise the power, after giving the concerned employee, an opportunity to explain his/her case.
- x. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xi. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- xii. No employee shall after reporting himself/herself for work, absent himself/herself during the period of assigned work.
- xiii. Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference.

- xiv. Faculty members should review project reports carefully for ensuring novelty, uniqueness and plagiarism.
- xv. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity.
- xvi. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

The following acts of commission/omission shall be treated as misconduct:

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude, punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior.

Disciplinary Proceedings

No order imposing any punishment on a Member shall be imposed except after:

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- ii. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

Code of Conduct for Support Staff

The institute has put forward its code of conduct for the support staff along with the following lines.

Professional Conduct

- (i) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- (ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation to the extent possible. In case of emergency, information on their absence should be promptly forwarded to the College Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- (v) They should not hamper the functioning of the college by engaging themselves in political or ant secular activities.
- (vi) They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- (vii) They should follow proper dress code.
- (viii) They should mutually adjust their responsibility during the period of leave.

Workplace Conduct

- (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- (ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The support staff should show no discrimination on basis of gender, caste or religion.