

SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE

NAVI MUMBAI

DISCIPLINE AND CODE OF CONDUCT 2021-2022

- 1. All students are expected to observe the rules and regulations enforced by the College Administration from time to time.**
- 2. Students are expected to treat the College as their own and to cooperate in its efficient and smooth running.**
- 3. Any student found to be involved in any form of ragging will be dealt with as per rules.**
- 4. No student should take the law into his/her own hands, whatever the circumstances may be. Use of violence by a student on any other person will be viewed seriously and dealt with severely.**
- 5. Students whose presence in the college is found to be detrimental to the maintenance of order and discipline of the college are liable to be suspended or dismissed.**

I. CODE OF CONDUCT

A. IDENTITY CARDS/ IDENTITY PROOF:

- 1. Students should always wear their valid college identity cards/ identity proof (Fee receipt/ PAN Card/ Aadhar Card) whenever in college or while representing the college at any place.**
- 2. Students should produce their college identity card / identity proof whenever demanded by college staff.**

B. DRESS CODE:

The students must observe the following dress code while in college or while representing the college at any other place.

The following type of dress is strictly prohibited for Boys and Girls.

- a. Shorts, Bermudas, Skirts above the knees.**



- b. **T shirts with objectionable and indecent messages printed.**
- c. Caps and sunglasses.
- d. **Distressed/ ripped jeans**
- e. Sleeveless outfits, cropped tops
- f. Rubber slippers/ Bathroom slippers

The students are required to dress in an appropriate manner that reflects the dignity of our institution. Breach of Dress Code will invite strict disciplinary action.

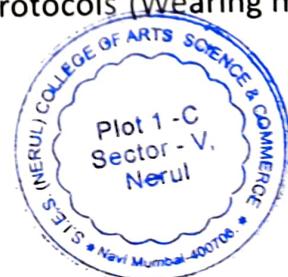
C. MOBILE PHONES & OTHER GADGETS:

1. **Recordings through Mobile Phones or any other Gadgets during lectures, practical (labs), examination halls and in the library is strictly prohibited.**
2. Students shall not take photographs or shoot videos in the college campus without written permission of the Principal. In case of violation of the above, the gadget will be confiscated and not returned.

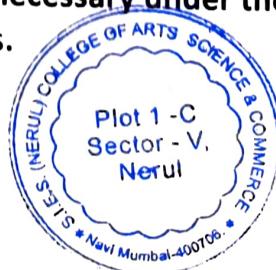
General Discipline

Students should observe the general discipline and COVID-19 Protocols during their presence in the college failing which strict action will be taken against them.

1. Entry for all students is from Gate No. 3 (Union Bank side)
2. Download Aarogya Setu App.
3. Monitoring of temperature and oxygen level will be done at entrance of college.
4. Students have to carry a signed consent form and vaccination certificate without fail.
5. Each and every student has to follow Covid -19 Protocols (Wearing mask is compulsory, Carry sanitiser, Keep 6 feet distance)



6. Loitering in the college campus is strictly prohibited.
7. **Canteen facility will remain closed, hence students should carry their own water bottles and tiffins.**
8. **No exchange of personal belongings i.e. food, water, sanitizers, stationery is allowed.**
9. Students must attend lectures, practicals and tutorials according to the time-tables of their respective classes.
10. Students shall not attend classes other than their own without prior permission of the teacher concerned.
11. **Students are not allowed to use rude or derogatory language in the campus while talking to the teaching staff, non-teaching staff security and peers.**
12. Lift is meant for use by faculty and students with medical problems.
13. **Smoking is strictly prohibited in the college and canteen.**
14. Use dustbins to throw litter and keep your college premises clean.
15. **Students should not collect any funds from other students or from outsiders without the written permission of the Principal.**
16. **Students cannot misuse the phone numbers and email Ids of faculties as well as their peers by linking it with any other financial institution, agencies, companies, organisations, Banks, websites, etc.**
17. **Students are strictly prohibited to organize / conduct any function outside the College Campus.**
18. **Students shall not organise picnics, excursions, trips, etc., without prior written permission of the Principal .College authorities, under no circumstances shall accept any liability of an accident in which a student is involved during an educational tour/visit. Students are therefore cautioned to conduct themselves in a careful manner wherever they are.**
19. No society must be formed or meeting held or any person invited to address the students in the college without prior written permission of the Principal.
20. **Current students or Alumni shall not hold meetings or post abusive matters on social media criticising college authorities and peers. Such meetings and posts shall be deemed unlawful, and the Principal has the authority to take action as he/she may feel necessary under the law.**
21. Students are responsible for their belongings.



22. Decisions regarding matters not covered above will rest at the absolute discretion of the Principal.

Attendance

1. Applications of leave of absence on account of illness or other reasons deemed genuine by the Principal should be submitted to the college office on time.

- Parents are expected to see that the behaviour of their Wards should be at par with acceptable social norms and in no way taint the name and image of the College.
- **The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.**



Discipline Committee
Convenor




I/C Principal

PRINCIPAL
S.P.S. (NEHU) COLLEGE
ARTS, SCIENCE & COMMERCE
Sri Chhatrapati Shivaji Maharaj
Vidyapeetham, Plot No. 11, Sector V
Nand, Near Mumbai - 400 708

STANDARD OPERATING PROCEDURE FOR COVID APPROPRIATE BEHAVIOUR IN COLLEGES

**ALL ARE REQUIRED TO STRICTLY FOLLOW THE
BELOW MENTIONED PROTOCOLS:**

FOR STUDENTS:

1. Crowding should be avoided at entry/ exit points.
2. Face masks/covers to be made mandatory for all the personnel, including students and staff at all times while on the campus.
3. Only asymptomatic staff/students/visitors shall be allowed entry.
4. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
5. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
6. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.



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Vidyapuram, Plot No. 1-C, Sector - V,
Nerul, Navi Mumbai - 400 708.

7. Avoid touching any surfaces unnecessarily.
8. Spitting is strictly prohibited and will be accounted as an offence.
9. **All officers and staff / visitors /students to be allowed entry only with face cover/masks. The face cover/mask has to be worn at all times inside the office premises.**
10. All officers and staff / visitors /students should be encouraged to install Arogya Setu App on their mobile phones.
11. Vaccination certificates of all the staff, faculty, students, and other associated personnel should be submitted to the Principal's office for record keeping.
12. **Any shops, stalls, cafeteria/canteen etc., outside and within the campus premises shall remain closed.**
13. Social distancing to be maintained in common places as well as classrooms.
14. Students to be seated, while leaving alternate benches vacant. If needed, batches for imparting lectures/instructions may be created (without increasing the number of divisions).
15. All research and post-graduate students in science and technology programs may be allowed to join as they are usually lesser in numbers.
16. **Extra-curricular activities such as sports may be allowed where physical distancing is feasible. Contact sports should be avoided. Swimming pool, wherever applicable shall remain closed.**
17. **Cultural activities should be avoided.**

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