

S. P. Mandali's
RAMNARAIN RUIA AUTONOMOUS COLLEGE
L.N. Road, Matunga(E), Mumbai-19

INSTITUTIONAL CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS

Preamble

The students' code of conduct is prepared for with the objective to create an orderly atmosphere for the students to function in a democratic, disciplined, vigilant and in an effective manner. The code of conduct comprises the instructions obliging the students enrolled for various courses in the college and have to abide by the same. It is pertinent for the students to be aware of the rules and regulations, protect their rights and become more responsible towards the institution.

The code should be adhered to by all the students enrolled in various courses in the college, while they are in campus as well representing college off-campus.

The code is available on the college official website for students' reference.

Guidelines of Conduct

1. The student has to be regular and shall fulfil the attendance norms. As per norms of University of Mumbai, students are required to maintain minimum attendance of 75% in each subject failing which the Institute reserves the right to detain the student.
2. Students must not indulge in any activities amounting to violation of college rules and regulations, maintain integrity and avoid any form of misconduct affecting institute's standing. Disciplinary action will be taken against student/s found violating rules of conduct.

Forms of misconduct are as follows:

- 2.1. Violation of college rules, regulations and any act of theft or damage causing loss to the college property, property of faculty and other students.
- 2.2. Non-possession of Identity card issued by the college or refusal to produce the same on demand by authorities.
- 2.3. Use of abusive language, physical violence, bullying, threatening, acts of discrimination on the basis of gender, caste, religion, race, language, color, sexual orientation, disabilities (physical or mental), or any act endangering life or personal safety of others.
- 2.4. Violations of rules and non-compliance of decisions related to Sexual Harassment and Internal Complaints Committee, Anti-Ragging, Grievance Redressal and Unfair Means during examinations.
- 2.5. Consumption, sale, possession and use of drugs, tobacco, smoking, alcohol, weapons, or any destructive devices including unauthorised possession of such objects contrary to the prevalent legal regulations.
- 2.6. Acts of indulgence in gambling, forgery, providing misleading/incorrect information.

- 2.7. Use of media or technology for academic purpose, extracurricular activities and promotional activities without proper permission.
- 2.8. Non- adherence to the dress regulations prescribed by the Institute as given below:
 - i. Girls – (Skirts / Frocks / Shorts) above Knee length are not allowed, crop tops, tops with- off-shoulder/low necks/backless, torn jeans are not allowed.
 - ii. Boys – Shorts / Trousers above knee length / three-fourths are not allowed.
- 2.9. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material.
- 2.10. Any disruptive act/s thereby hampering teaching learning process in the campus.

Rules applicable

Ø Rules: Anti Ragging

Ruia Anti-Ragging Committee is set up as per the guidelines of the University of Mumbai. Ragging is banned as per the Supreme Court Ruling (Civil Appeal No. 887 of 2009) and Mumbai University Circular No. CONCOL/286, dated 23rd July 2009) and under Section 26 (1) (g) of the University Grants Commission Act, 1956) New Delhi, 110002, the 17th June 2009.

As per the Gazette of India, July 4, 2009 UGC defines What constitutes Ragging.- Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Including in rowdy or in-disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturb the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gesture, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
10. With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging Squad.

Duties of the Anti Ragging Squads:

- a) To be Vigilant at all hours including at odd hours all around the Campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places,
- b) Conduct anonymous random surveys among freshers to check whether the Campus is indeed free from ragging,
- c) To conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1 of UGC,
- d) To ensure the display of posters/tabs on Main and Departmental Notice Boards and Other places such as Canteen, Library, Sports Lounge, Gymnasium, Bus stops and Other prominent designated places,
- e) Also to monitor the welfare of fresh students outside the campus,
- f) Any other activity the Anti Ragging Committee might delegate to the Squad.

The Committee aims to eliminate ragging in all its forms from College by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

Ø Rules : Unfair Means Inquiry Committee

Unfair Means Inquiry Committee is formed as per O.5050 of University of Mumbai. The Committee has been constituted in keeping with the statutory requirements of the University of Mumbai. The committee functions as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority which will take action against students caught practicing unfair means during examinations or resorting to malpractices in examinations.

“Unfair means” includes one or more of the following acts or omissions on the part of students/during the examination period.

- a) Possessing unfair means material and or copying there from.
- b) Transcribing any unauthorized material or any other use thereof.
- c) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- d) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
- e) Mutual/Mass copying
- f) Smuggling-put, either blank or written, or smuggling-in of answer books as copying material.

- g) Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- h) Interfering with or counterfeiting of University/College/ Institution seal. Or answer book or office stationary used in the examinations.
- i) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
- j) Impersonation at the University/ College/ Institution examination.
- k) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or college or institution examination.
- l) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.

Ø Rules :Sexual Harassment

Mechanism for prevention of sexual harassment of teachers, employees, students of university and affiliated colleges and redressal of grievances relating to sexual harassment, incidences and penalty for those who indulge in sexual harassment, in accordance with the provisions of the Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013 shall be applicable.

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) ACT, 2013 [Act No. 14 of 2013]

Preamble

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. Whereas, sexual harassment results in violation of the fundamental rights of a woman to equality under Articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under Article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment; And whereas, the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India; And whereas. it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

“Sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely–

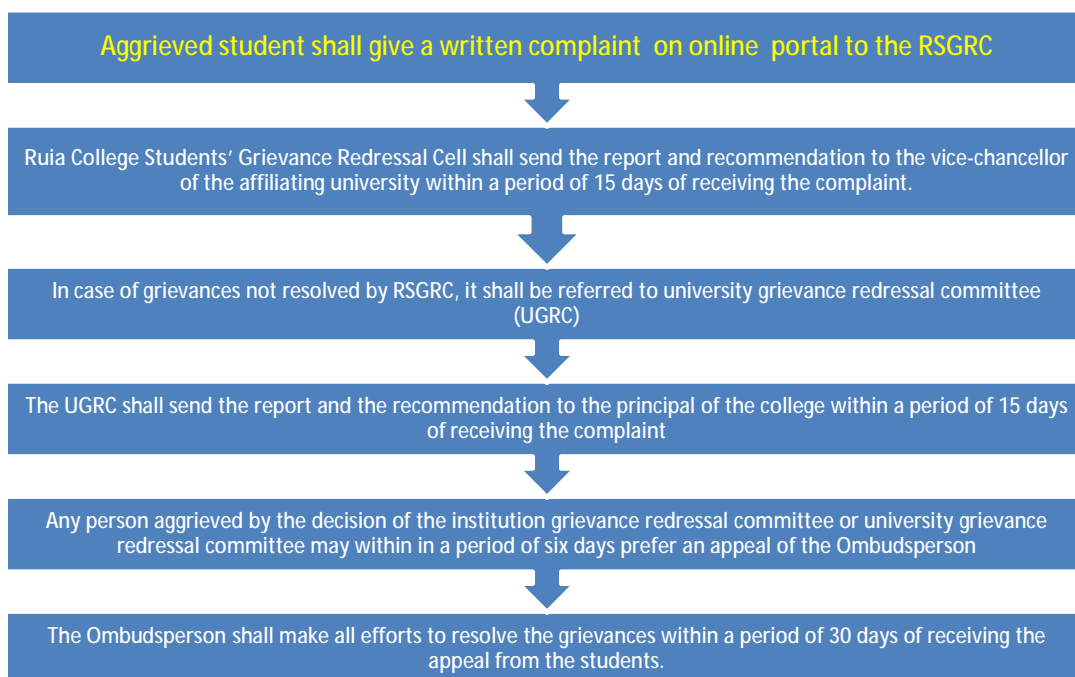
- i. physical contact and advances; or
- ii. a demand or request for sexual favours; or
- iii. making sexually coloured remarks; or
- iv. showing pornography; or
- v. any other unwelcome physical, verbal or non verbal conduct of sexual nature.

Ø Rules: Student Grievance Procedure

An aggrieved student by any acts of ragging, sexual harassment, discrimination, misconduct or any other shall approach Ruia Students Grievance Redressal Cell (hereafter referred as RSGRC) which has been set up in accordance with the provisions of the University Grants Commission (Grievance Redressal) Regulations, 2012, or any other regulations for the time being in force. Students grievance Redressal Cell will resolve the grievances of students and suggest to the higher authorities different ways and means to minimize and prevent such grievances.

The Committee is to promote and maintain a conducive and unprejudiced educational environment. It is a measure to develop a responsive and accountable attitude in the Institute and ensure that there is no laxity in terms of fair-deal with the students and others.

The following grievance redressal procedure has to be followed by the student for referring the matter to the committee:



- **Ruia College Students' Grievance Redressal Cell**
The aggrieved student shall give a written complaint to the RSGRC. The RSGRC shall send the report and recommendation to the vice-chancellor of the affiliating university within a period of 15 days of receiving the complaint.
- **University Grievance Redressal Committee (UGRC)**
Incase of grievances not resolved by RSGRC, it shall be referred to university grievance redressal committee (UGRC) for which the vice-chancellor of the

affiliating university shall constitute a university grievance redressal committee (UGRC) consisting of five members for a individual colleges or a group of college keeping in view the location of the college.

- i. The UGRC shall follow the principal of normal justice while deciding the grievance of the students.
- ii. The UGRC shall send the report and the recommendation to the principal of the college within a period of 15 days of receiving the complaint.

- **Ombudsperson**

- i. Any person aggrieved by the decision of the institution grievance redressal committee or university grievance redressal committee may within in a period of six days prefer an appeal of the Ombudsperson.
- ii. **Procedure for redressal of grievances by ombudsperson and grievance redressal committee**
- iii. Any aggrieved student of the institution may submit an application on online portal seeking grievance redressal.
- iv. On receipt of any online complaint shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- v. The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved parson.
- vi. An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- vii. The Grievance not resolved at the appropriate Grievance Redressal Committee shall be referred to the ombudsperson.
- viii. The institution shall cooperate with the ombudsperson or the Grievance Redressal Committee as the case may be, in redressal of grievances and failure to do so may be reported by, the ombudsperson to the Vice Chancellor.
- ix. On the conclusion of proceeding, the ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- x. Ever order under the signature of the ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- xi. The institution shall comply with the recommendations of the ombudsperson. Any recommendations of the ombudsperson not complied with by the institution shall be reported by the ombudsperson to the commission.
- xii. In case of any false or frivolous complaint, the ombudsperson may recommend appropriate action against the complainant.

- **Appointment tenure, removal and conditions of services of Ombudsperson:**

- Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.
- The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.
- The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.
- The Ombudsperson, or any member of the his immediate family shall not-
 - Hold or have held at any point in the past any post or, employment in any office of point in the university.
 - Have any significant relationship, including personal, family, professional or financial, with the university.
 - Hold any position in university by whatever name called, in the administration or governances structure of the university.
 - The Ombudsperson in a state university shall be appointed by the executive council of the university on part-time basis from a panel of their names recommended by the search committee consisting of the following members, namely.
 - The ombudsperson may be removed on charges of proven misconduct or misbehaviour or as defined under these regulations, by the concerned appointing authority i.e. the executive council of the university.

Functions of Ombudsperson:

- The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC/ UGRC;
- No application for revaluation or remarking of answer sheets shall be entertained by the ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the students.

Information regarding ombudsperson grievance redressal committee;

- The institution shall provide detailed information regarding provisions of Grievance Redressal Committee and ombudsperson on their website and in their prospectus prominently.

University Grants Commission, New Delhi, Anti Ragging Helpline Toll Free Number: 1800-180-5522 & [E-mail-helpline@antiragging.net](mailto:helpline@antiragging.net).

College Helpline telephone numbers-022 24143098/ 022 24143119/ 022 24142480

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as profession assumes the obligation to conduct himself/ herself 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 percepts 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:

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- ii. Manage their private affairs in a manner consistent with the dignity of the profession
- iii. Seek to make professional growth continuous through study and research
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge
- v. Maintain active membership of professional organisations and strive to improve education and profession through them
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- vii. 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 in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular, and extra-curricular activities including community services.

II. TEACHERS AND THE

STUDENTS: Teachers should :

- i. Respect the right and dignity of the student and expressing his/her opinion
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- iii. Recognise the difference of aptitude and capabilities among a students and strive to meet their individual needs
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- vii. Pay attention to only the attainment of the student in the assessment of merit
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration for reward
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND

COLLEAGUES: Teachers Should:

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

IV. TEACHERS AND AUTHORITIES:

Teachers Should:

- i. 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 organisations for change of any such rule detrimental to the professional interest
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- iv. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- vi. Should adhere to the conditions of contract
- vii. Give and expect due notice before a change of position is made; and
- viii. 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. TEACHERS AND NN-TEACHING

STAFF:Teachers Should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND

GUARDIANS:TeachersShould :

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

VII. TEACHERS AND

SOCIETY:TeachersShould :

- i. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- ii. Work to improve the education in the community and strengthen the community's moral and intellectual life
- iii. 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
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;and
- v. 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.
