



**SNDT Arts and Commerce College for
Women,
Karve Road, Pune**

Handbook of Code of Conduct

2018-19

Table of Contents

Code of Conduct for Students.....	3
Code of Professional Ethics for Teachers	4
Code of Professional Ethics for Principal.....	6
Code of Professional Ethics for Head of Departments.....	7
Code of Professional Ethics for Supporting Staff.....	8

Code of Conduct for Students

DISCIPLINE

The student must observe and strictly follow the disciplinary rules and regulations of the College.

The student should follow the academic calendar as per the instructions of Head of the Departments

Any act of indiscipline or misbehavior by any student will attract severe punishment.

Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.

Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.

Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.

No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.

Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels. Disciplinary action will be initiated against students indulging into ragging, harassment, bullying and untoward incidents.

All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents of the students and with the written consent of the management.

Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.

Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

Every student must carry with her college I-card every day while attending lectures and appearing for various examinations. The student should take her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year. The student should carry identity card with her regularly and the identity card should be produced when demanded by the authorized persons of the College. If student has lost library card or I-card, it should be reported immediately to the HOD and the librarian with an application.

MOBILE PHONE

The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.

Mobile phone is strictly prohibited in the exam hall during the examination.

Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

Ragging, as per the Directions of Hon'ble Supreme court of India, and THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999, As modified from time to time, is strictly prohibited in the College; and, will result in cancellation of admission and also the student will be debarred from taking admission in any institution in India. It may result in suspension from attending classes; or withholding/Withdrawing scholarship / fellowship and other benefits or debarring from appearing in any test/examination or other evaluation process or Withholding results or debarring from representing the College in any regional, national or international meet, tournament, youth festival etc., or suspension / expulsion from the institution; or collective punishment if larger number of students are involved in the act of ragging; or an FIR filed without any exception with local police station.

ATTENDANCE

Student should be regular in attendance for all sessions during the working days.

Student should have at least 75% attendance in the Lectures of every subject; and, if the student is found irregular in attendance, disciplinary action will be taken.

On no account will students be allowed to remain absent for any internal and semester examination conducted by the College or continuous assessment conducted by faculty in classes. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

The student should complete the entire Practical and Term – work such as Journals, Assignments and Projects in the stipulated time.

EXAMINATION

Candidates must appear at the examination hall half an hour before the commencement of the examination.

Mobile phone is strictly prohibited in the examination hall during the examination.

Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.

A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.

DISSERTATIONS AND INTERNSHIPS

Students are instructed to follow the information and guidelines given by the guide from time to time and make the timely submission of their projects completed in all respect.

Code of Professional Ethics for Teachers

Teachers and their Responsibilities:

Whoever adopts teaching as a 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 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should: (i) Adhere to a responsible pattern of conduct and demeanor 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, tutorials, practicals, seminars and research work, conscientiously and with dedication; (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research; (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition; (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students:

Teachers should: (i) Respect the rights and dignity of the student in expressing his/her opinion; (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics; (iii) Recognise the difference in aptitude and capabilities among 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace; (vi) Treat the students with dignity 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 or 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.

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 making unsubstantiated allegations against colleagues to higher authorities; and (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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

tutions 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 the dignity of the profession; (vi) Adhere to the terms of contract; (vii) Give and expect due notice before a change of position takes place; 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.

Teachers and Non-Teaching Staff:

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

Teachers and Guardians:

Teachers should: (i) Try to see through teachers' bodies and organisations, 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.

Teachers and Society:

Teachers should: (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 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; (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.

Code of Professional Ethics for Principal

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.

- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct, as it deems necessary, to ensure that this Code of Conduct conforms to applicable Laws.
- The Principal is responsible for the development of academic programmes of the College.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the College in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the College to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

Code of Professional Ethics for Head of Departments

- The work load of all the staff should be fixed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department 12 hours / week
 - Associate Professor 14 hours / week
 - Assistant Professor 16 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should arrange for feedback responses from the students, alumni, employers and the parents.

- The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.

Code of Professional Ethics for Supporting Staff

Establishment Section:

Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department. The leave record, service books should be kept up-to-date in the custody of the staff members in this Department. This Section should deal with all TBP and CAS cases of non-teaching and teaching staff members as per the specified rules, in the due course of time. This Section should take additional responsibilities as assigned by Principal from time to time.

Accounts Section:

This Section should prepare, examine, and analyze accounting records, financial statements, and other financial reports. It should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements. It should report to the Principal regarding the financial status of the college at regular intervals. It should assess accuracy, completeness, and conformance to reporting and procedural standards. It should provide all the necessary account statements and documents for various committees of the College. It should provide all necessary accounting documents and financial statements for yearly account audits.

Students' Section:

This section should ensure the eligibility of the students and prepare related documents to submit to the SNDT Women's University, Mumbai within prescribed time limit.

It should ensure the student document verification by SNDT Women's University, Mumbai within time limit and should submit the student eligibility and student insurance to SNDT Women's University, Mumbai. It should ensure timely submission of examination forms to SNDT Women's University, Mumbai. It should ensure compliances of the free-ships and scholarships are completed by students in time. It should provide all necessary student data to prepare various committee reports.

Peons should report the College half an hour before the college time. Peons should maintain cleanliness in laboratories, classrooms, rest rooms, and staff rooms. Peons should do all the work assign by the Head of the departments and other staff members. Peons should not leave the office until and unless the higher authority permits.
