

**SWAYAM SIDDHI  
MITRA SANGH  
COLLEGE OF  
EDUCATION**

# **CODE OF CONDUCT**

**POLICY DOCUMENT BY SSMS MANAGEMENT  
BHIWANDI**

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# SWAYAM SIDDHI COLLEGE OF EDUCATION

## Core Values of the College

- ✚ To create a vibrant society, mutual trust, teamwork, the promotion of social capital, and simple sharing of knowledge, skills, and resources are essential.
- ✚ We value, respect, and advocate for each person's perspectives, rights, and dignity.

## Code of Conduct for Students

- ✚ For extracurricular and curricular activities like lectures, tutorials, and presentations, students are expected to follow the schedule.
- ✚ In order for a student to be eligible to take the University Examination, they must have completed at least 80% of the lectures, tutorials, and practicals separately.
- ✚ B. Ed. Attendance rates for students must be at least 80%.
- ✚ According to university regulations, all sports students competing at any level—state, national, or international—must maintain a minimum level of attendance. Except in exceptional circumstances
- ✚ It is required of students to attend the following college functions: The Annual Function, Foundress' Day Celebrations, the Annual Cultural Festival, student council Meeting, Sports Day, and other College Events
- ✚ Prior to the university exam, students are expected to obtain permission from the college based on their attendance record and participation in college activities.
- ✚ The Principal or Teacher in Charge must be notified in writing if a student does not attend class.
- ✚ The principal must be notified in advance of any request for leave. Within "one week" of returning to the college, an application for leave and a medical certificate (issued by a Registered Medical Practitioner
- ✚ Inside the campus, students are required to carry their Identity card.
- ✚ Students must contribute to campus cleanliness.
- ✚ It is strictly forbidden to use a cellphone during lectures. Any infringement of this will lead disciplinary activity.
- ✚ The college's facilities and campus property should not be misused or used improperly by students.

- ✚ Students should not engage in any behaviour that could lead to ragging.

### **Code of Conduct for Teaching Staff**

- ✚ In order to fulfill the college's vision and mission, each faculty member should work within the institutional policies and procedures.
- ✚ The Acts, Statutes, Ordinances, and Service Rules of the S.N.D.T Women's university govern the majority of the teaching code.
- ✚ A lesson/teaching plan should be created by all faculty members well in advance of class start.
- ✚ Under the direction of the Principal, the Head of the Institution, all members of the teaching staff must conduct themselves honestly and effectively during their tenure.
- ✚ No staff member may participate in political activities on the college campus.
- ✚ Every one of the individuals from the school personnel should be dependable for classes and ought to stick to the timings planned for different exercises and occasions.
- ✚ The head of the institution is responsible for maintaining the attendance register, which must be signed by all staff members, teaching and non-teaching.
- ✚ Lectures, practicals, and tutorials are among the responsibilities that teachers are expected to perform, depending on the teacher's assigned workload. In addition, they are required to perform tasks such as evaluation and supervision, administrative work, student counseling, and participation in required extracurricular and institutional support activities.
- ✚ The teaching staff's hours of operation must conform to the established schedule and any additional responsibilities they are given.
- ✚ Every teacher must adhere to the Mentor-Ward System, and teachers should properly care for their students by guiding, motivating, counseling, and monitoring them.
- ✚ Regardless of a student's religion, caste, economic status, social standing, or physical identity, all faculty members are expected to treat students with impartiality.
- ✚ Faculty members are not allowed to act in a way that goes against campus morality or decorum.

- ✚ Take leave in accordance with the rules with advance notice, bearing in mind their particular obligation to complete their academic schedule.
- ✚ Attempt to continue professional development through study and research;
- ✚ Participate in professional gatherings, such as conferences, seminars, and meetings, to freely voice your opinion. toward knowledge contribution; • Recognize the student's right and dignity to voice their opinions;
- ✚ Treat students fairly and impartially, regardless of their religion, caste, political affiliation, socioeconomic status, or physical characteristics; • Inspire students to raise their academic standards, develop their personalities, and contribute to the well-being of the community at large;
- ✚ Instill in students a scientific outlook, an appreciation for physical labor, and democratic, patriotic, and peaceful ideals.
- ✚ Avoid inciting students to harm colleagues, other students, or the administration.
- ✚ In their interactions with coworkers, teachers, and students, no employee shall engage in any unlawful discrimination based on gender, sexual orientation, age, or marital status.
- ✚ In their interactions with students, other college staff, and visitors, all staff members must refrain from sexually explicit verbal, nonverbal, and/or physical conduct.
- ✚ Sexual harassment will not be tolerated at the college.

### **Code of Conduct for Non-Teaching/Administrative Staff**

- ✚ The Acts, Statutes, Ordinances, and Service Rules of the University of Delhi govern the majority of the non-teaching staff Code of Conduct.
- ✚ On all working days, non-teaching staff members will be required to work from 10.00 a.m. to 5.00 p.m., with a one-hour lunch break.
- ✚ All employees ought to conduct themselves in the most professional manner possible. They ought to be punctual and well-organized at work.
- ✚ When it comes to student and staff records as well as other sensitive information, each member of the staff is responsible for maintaining the appropriate levels of confidentiality.

- ✚ In their interactions with co-workers, teachers, and students, no employee shall engage in any unlawful discrimination based on gender, sexual orientation, age, or marital status.
- ✚ In their interactions with students, other college staff, and visitors, all staff members must refrain from sexually explicit verbal, nonverbal, and/or physical conduct. Sexual harassment will not be tolerated at the college.

## **Managing trustee**

## **SSMS TRUST**