



S. S. GIRLS' COLLEGE

GONDIA – 441601 (Maharashtra)

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(Re-accredited (3rd Cycle) B* By NAAC, Bengaluru)

CODE OF CONDUCT

INDEX

1. INSTITUTIONAL CODE OF CUNDUCT FOR STUDENTS
2. INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF
3. INSTITUTIONAL CODE OF CUNDUCT FOR NON-TEACHING STAFF
4. INSTITUTIONAL CODE OF CUNDUCT FOR PRINCIPAL
5. PROFESSIONAL ETHICS

INSTITUTIONAL CODE OF CUNDUCT FOR STUDENTS

General Rules

- Every student is required to wear a uniform and Identity Card when in college premises.
- Students must not do anything inside or outside the College that will in any way interfere with its orderly administration, discipline and smooth functioning.
- Students are expected to take proper care of the College property and to co-operate in keeping the premises neat and clean. Any damage to the College property is a breach of discipline and will be strictly dealt with.
- Students are not permitted to carry mobile phones within the College premises. Defaulters will be dealt with accordingly and hand set will be confiscated but it will be permissible according to situation.
- Students will be responsible for their belongings. College will not be accountable for any loss of personal belongings of the students. All unclaimed books, bags, etc. must be deposited in the College Office.
- Ragging is strictly prohibited in and around the College premises. Students are advised not to get involved in any ragging activities. Any complaint of ragging against any student will be punished. To ensure strict compliance the College has an 'Anti Ragging Committee'. Contact Mr.M.B. Kurve (9405667247), Dr.L.S. Roychoudhari(9423640015), Prof. Sandhya Moon(9405667242)

Exam Rules

- Exam shall be conducted at the end of each term while unit tests shall be held throughout. In addition, regular assignments will also be given to the students. Disciplinary action will be taken against the student who is absent for any test / exam or fails to submit the assignment on time without any genuine reason.
- Class Attendance of minimum 75% in each subject is mandatory for appearance in term end examinations.
- Use of mobile phones during exams is strictly prohibited.
- Strict action will be taken against students using unfair means during examinations.

Attendance Rules

- Attendance in all lectures, tutorials, tests, internal assessments and examinations is compulsory. It is mandatory for students to maintain 75% attendance in each subject during each term.
- Students who fail to maintain the condition of minimum attendance on account of illness or any other reason should apply in writing to the mentor/subject teacher/Incharge for leave absence.
- The list or roll numbers of the students with less than the required attendance is display from time to time. Parents and guardians of the students with very poor attendance records are informed in writing in anticipation of improving attendance.
- Meetings are regularly held with parents to inform them about their ward's academic and overall performance.

INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF

- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Proper and polite use of language as means of verbal expression, communication and exchange. Use of abusive and slang words is strictly forbidden.
- Teachers should handle the subjects assigned by the Head of the Department and they should complete the syllabus in time.
- Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Teachers should sign the attendance register while reporting for duty and also while leaving the college.
- Prior written permission is required from the Principal at least a day in advance while availing CL, DL& other leaves.
- Teachers are barred from using cell phones while taking classes.
- Teachers are expected to attend Departmental academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day, Republic Day ect.
- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference & they should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals.

INSTITUTIONAL CODE OF CONDUCT FOR NON -TEACHING STAFF

Non-Teaching Staff should:

- Report for duty on time and remain in the campus during the working hours.
- Sign the attendance register while reporting for duty.
- Wear identity cards inside the college premises, during working hours.
- Comply with the instructions issued by the higher authorities.
- Perform duties with sincerity and confidentiality.
- Avoid using cell phones during working hours.
- Dress neatly and modestly.
- Be conversant with the rules and regulations and the relevant procedures.
- Have updated knowledge about computer.
- Cooperate with the members of other sections.
- Behave with dignity and decorum to others.
- Be good counsellor and facilitators of the students.
- Respond to students' enquiries with concern and ensure all possible help.
- Treat the students impartially regardless of caste, creed & religion, political, economic and social characteristics.

INSTITUTIONAL CODE OF CONDUCT FOR THE PRINCIPAL

The Principal should:

- Be a dynamic and democratic administrator.
- Be punctual and sincere in work.
- Monitor all activities of the College campus efficiently and effectively.
- Periodically convene staff meetings to take appropriate decisions on College campus activities.
- Oversee the maintenance of College campus properties.
- Take initiatives in introducing new programmes / courses related to the need of the hour and in upgrading the pedagogical inputs.
- Encourage the Heads of the Departments to organize conferences, seminars, symposia, workshops and special lectures.
- Be impartial and maintain cordial relationship with the members of staff, students and other stake holders.
- Supervise academic and administrative work efficiently and effectively.
- Acknowledge the academic excellence of the staff and the stake holder.
- Be accountable to all stakeholders.
- Facilitate good rapport between the management and the staff.
- Give a patient hearing to the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the staff & students.
- Focus on the required efforts for the placement of the students in reputed companies.
- Be responsive in monitoring the characters of students on lives of nationalism, patriotism, social commitments and individual achievements.

PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.



Ms. S.M. Naranje
In Charge
Code of Conduct



Dr. N.K. Bahekar
Principal
PRINCIPAL
S. S. GIRLS' COLLEGE
GONDIA