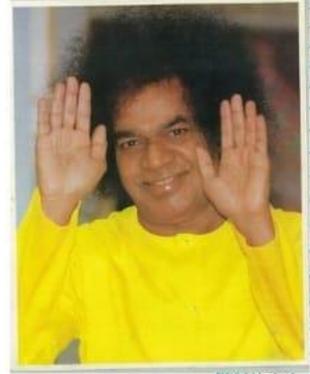
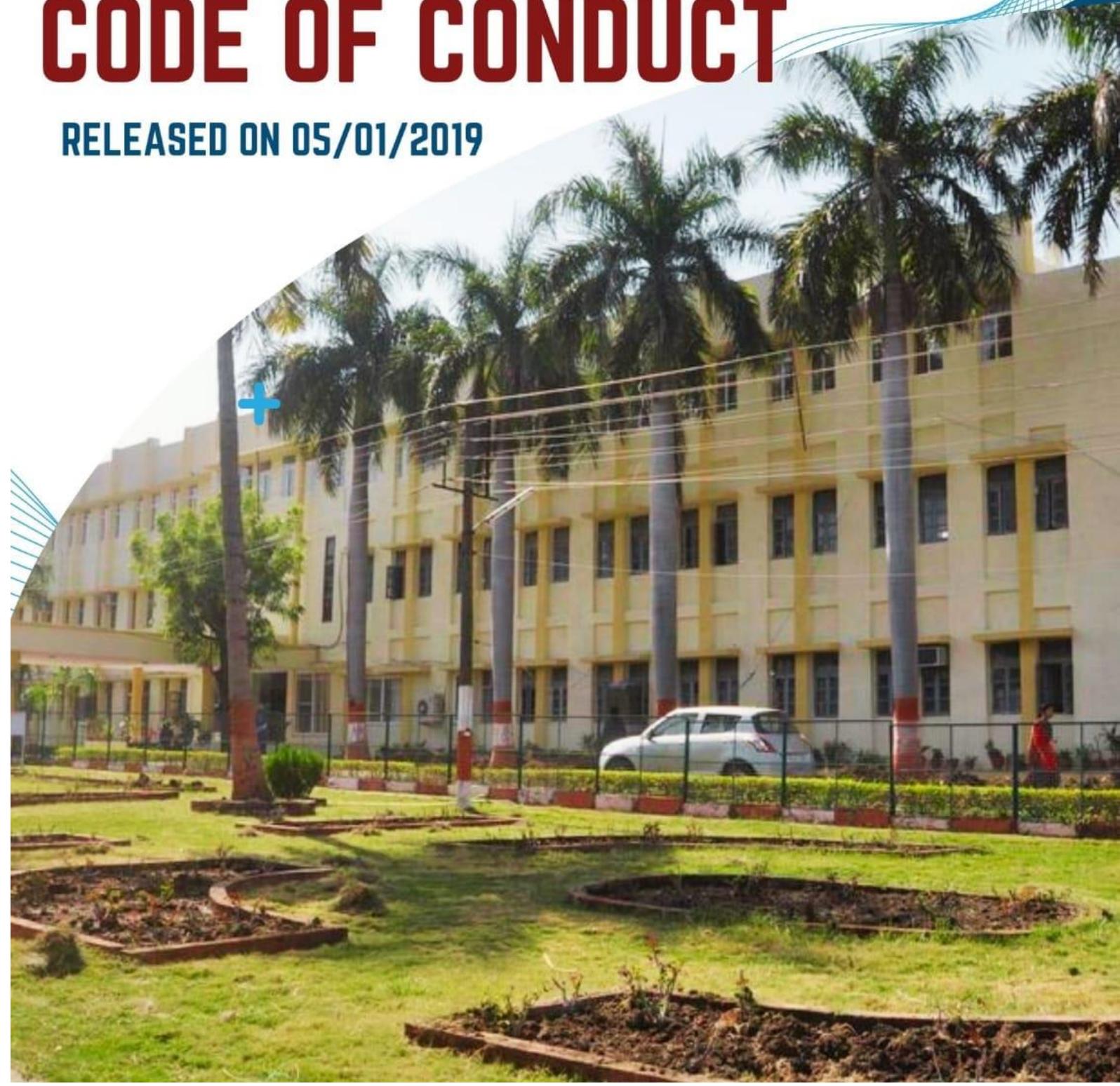


SRI SATHYA SAI COLLEGE FOR WOMEN, BHOPAL



HANDBOOK OF CODE OF CONDUCT

RELEASED ON 05/01/2019



About our College

Sri Sathya Sai College was founded on 4th July 1974 on 'Guru- Poornima day.

Bhagwan Sri Sathya Sai Baba is our founder President. College initially opened only 'Art' faculty, now the College is a 'Multi faculty College, having Science, Computer, Commerce, Education and law faculty.

It is an MP Govt. aided autonomous College. Affiliated to Barkatullah University Bhopal The institution has been accredited 'A' grade by NAAC

The main objective of the College is 'development of well integrated personality, by making student aware of their intellectual and spiritual capabilities and by helping them to channelize their Capacities for moral and social reconstruction.

The main objectives are

- (i) To develop faith in 'God' and restore a profound sense of national pride by highlighting our ancient culture and value based education of the past.
- (ii) To install discipline, self-confidence, spirit of sacrifice and brotherhood.
- (iii) To create a sense of responsibility and commitment towards the society and Country.

(To achieve the above Objectives, the College expects that the Principal, Staff, and student's observe a code of conduct in their daily routine.)

Conduct of the Student

In the vital interest of the College, each student will have to sign a statement consenting to abide by the framed codes and should also affirm the following undertakings: (i) The student shall be regular in the classes and must complete studies in the college. (ii) In case, the student is forced to discontinue studies for any legitimate reason, she may be relieved from the institution after the written consent of the College Authorities. (iii) Before being relieved, the student will have to clear all pending dues. If the student has joined the Institute on scholarship, the said grant shall be revoked.

The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation.

Forms of Misconduct

- I. The Students should refrain from the following:
 1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
 2. Intentionally damaging or destroying Institute's property or property of other students, Faculty members & Support staff.
 3. Any disruptive activity in the class room or in an event sponsored by the College.
 4. Students must have the identity card, issued by the Institution, and should be able to produce it on demand by the campus security personnel.
 5. Organizing meetings and processions without the permission of the Head of the Institution.
 6. Accepting membership of religious or terrorist groups banned by the Government of India.
 7. Unauthorized possession or use of harmful chemicals and banned drugs.
 8. Smoking within the College campus.
 9. Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
 10. Rash driving in the campus.
 11. Conceal pre-existing health conditions, either physical or psychological which may cause obstacles to the academic progress of the student and also other students.
 12. Unauthorized access to the resources of others.
 13. Exhibiting disruptive attitude at the time of Students' Union elections or during any activity of the Institute.
 14. Engaging in disorderly, or indecent conduct.
 15. Inciting or participating in a riots or group disruption in the Institute.
- II. Students are instructed not to interact, on behalf of the Institution, with media representatives or invite media persons in the campus without the permission of the Institute authorities.
- III. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
- IV. Students are not permitted to provide audio and video clippings of any activity in the campus to print / electronic media without prior permission.
- V. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the institute and refrain from posting in

such other related activities having grave impact on the reputation of the Institute.

- VI. Disciplinary Action will be taken for thievery or abuse of institution al computers and other ICT instruments and Institution' al services are not. Unauthorized entry, tampering of property/facilities of Teachers /support staff,office, Hostel, Classrooms, LAN Connectivity and other restricted facilities and interference with the work of others is punishable.
- VII. Causing damage to , or destruction of any property of the College, or any property of others in the Institution premises will be punishable.
- VIII. Making video/audio recording, taking photographs, or streaming audio/video of any person in the premises privacy without his /her knowledge or consent, is punishable.

In case of any breach of the mentioned codes of conduct, a committee will be formed, to inquire into the alleged violation and accordingly recommend suitable disciplinary action against the student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

All students are required to read the student's charter carefully and abide by the norms.

Student's Charter	
<p>Institution's Responsibilities Towards the Student</p> <ul style="list-style-type: none"> ● Provide clear information to students about admission procedures to all programs, Fee structure and refund policies, financial aid and student support services. ● Offer programs with academic flexibility in keeping with institutional goals and objectives. ● Facilitate effective implementation of the teaching – learning programs. ● Implement a well – conceived plan for continuous monitoring of student's progress. 	<p>Student's Responsibilities Towards the Institution</p> <ul style="list-style-type: none"> ● Appreciate the institutional goals and objectives and contribute to their realization by participating in relevant activities. ● Have a clear knowledge of the programs, admission policies, rules and regulation of the institution. ● Understand the teaching –learning strategies and evaluation system of the institution. ● Follow the time Schedule of the institution. ● Ensure mandatory 75% attendance in classes . ● Understand regular and intense study of learning materials.

<ul style="list-style-type: none"> • Ensure transparency in student assessment procedures and systems. • Use student's feedback in the initiation, review and restructuring of programs. • Communicate the goals and objectives of the institution systematically and clearly to all students. • Promote values, social responsibility and good citizenship in all students. 	<ul style="list-style-type: none"> • Make optimum use of the learning resources and other support services available in the institution. • Prepare for continuous internal assess and term –end examinations. • Give feedback to the staff of the institution and express this in action and behaviour. • Foster equality among all religions and express this in action and behaviour. • Foster equality among all religions and sections of society.
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Academic Integrity

Academic integrity is essential for the success of an Institution and its research missions. Hence its violation constitutes a serious offence. The Policy of academic integrity, forms an integral part of the Code which applies to all students of the Institution Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity.

The principles of academic integrity require that students/research scholars should

- i) Properly acknowledge and cite the use of ideas, results, material or words of other scholars and researchers.
- ii) Make sure that all assignments submitted by students are their own work.
- iii) Perform academic activities without the aid of inadmissible materials Obtaining all data or results by ethical means and reporting them accurately without suppressing any results inconsistent with her interpretation or conclusions.
- iv) Students/Scholars have right to pursue their educational goals without interference.

Plagiarism: Student/research scholars should never indulge in Plagiarism. which means the use of materials, ideas, figures, codes or data of others as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- 1) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- 2) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- 3) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- 4) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- 5) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- 6) Paraphrasing or changing an author's words or style without citation.

Cheating: Cheating includes –

- 1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- 2) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- 3) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- 4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- 5) Creating sources, or citations that do not exist
- 6) Altering previously evaluated and re-submitting the work for re-evaluation.
- 7) Forging other student's assignment, report, research paper, thesis or attendance sheet.

Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

Anti-Ragging

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Ragging constitutes one or more of the following acts: a) any conduct of senior students whether by words spoken or written or by an act which has the effect of teasing, Junior student and treating with rudeness b) Students indulging in rowdy or in disciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student; c) asking a student to do an act which the student will not do in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of a student; d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student; g) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students; f) any act of financial extortion or forceful expenditure burden put on a student by other students; g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; h) 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 any other student ; i) Any act that affects the mental health and self-confidence of 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 other student.

Anti-Ragging Committee: The Anti-Ragging Committee shall examine all complaints of Ragging and come out with recommendation based on the nature of the incident.

Anti-Ragging Squad: To render assistance to students, an Anti-Ragging Squad, is constituted to look after any such activity in the vast campus. The said Squad shall keep a vigil on ragging incidents taking place in the campus and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will have to face one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

Gender Discrimination and Allied Harassment:

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressed) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case. Such cases will immediately be reported to sexual Harassment committee of college to take immediate action by students.

Code of Conduct for the Principal

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector and inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) .

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that all can perform freely and give their highest for the institution building.
3. To impart equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity, within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressed Act, 2013 will provide the Redressed measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues and to encourage exploration of newer avenues for further academic growth and development.
9. To create an environment conducive for research and facilitate organization of seminars, conferences and promote research activities in the institution to add further to the knowledge pool and application of new technology.

10. To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain a congenial environment in the campus conducive for academics.

11. To promote and maintain the practice of extra-curricular activities amongst the students and staff of the institution this in turn facilitates social interaction and progress.

12. To maintain a calm and peaceful environment in the region surrounding the College and within the campus so that academic and extra-curricular activities can go on in a congenial atmosphere.

13. To promote and maintain harmonious relationships of the College with the society in order to ensure welfare of the students of the institution.

14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should strive for its enrichment by encouraging research activities. Strive, The Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, and participate in conference/symposium/workshop/seminars

Code of conduct for Governing Body

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development. It is subject to the rules contained in the college code 28 of M.P. University Act 1973.

- The governing body should approve of the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and society.
- The body is formed to monitor institutional performance and quality assurance arrangements. The body should set benchmarks for evaluating the growth and progress of the institution.
- Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

- The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- The Governing body should approve all new programmes of study leading to degrees / or diplomas, recommended by Academic council of the college.
- All recruitments of Teaching faculty / Principal shall be made by the Governing body as applicable in accordance with UGC and state Government from time to Time.
- The GB should evaluate the annual budget of the institution; suggest changes if required and approve of it.
- The GB should familiarise with institutional scholarships, medals, prizes and certificates on the recommendations of the Academic Council.
- There should be complete transparency in the proceedings of the Governing body. Agendas of the GB meetings, signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to.

Code of conduct for teaching faculty

The teachers of this College should follow the code of conduct laid down in M.P. Government Conduct Rules 1965 and M.P. Govt. CCA Rules 1966.

But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals 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 her precepts and practice. The national ideals of education must be one's ideals.

The teacher is entrusted with significant social responsibility. The fair ethical values kinder care, trust, integrity and respect; are relevant to the teacher. A definitive code for this Institution encompasses the following:

Professional Values

- (i) The foremost aim of the teaching profession is to educate. The teacher should be concerned and committed to serve the interest of the students. This attitude should be directed towards the specific needs of each student. Teacher should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

- (ii) The teacher should encourage students to express their own viewpoints even if they differ from of her own. Among other things, a teacher should accept constructive criticism.
- (iii) The teacher should try to develop a healthy academic environment. Suitable for teaching learning. Equal treatment should be meted out to all students irrespective of caste, creed, religion.
- (iv) There should not be any partiality or biased attitude towards any of the students.
- (v) The teacher's aim should be to inspire students, generate interest and develop a sense of inquiry among the students.
- (vi) The teacher should instil a scientific and democratic outlook among her pupil making them community oriented, patriotic and broad minded. It is part of her to inculcate in her students a will to learn her social responsibility.
- (vii) Above all a teacher should conform to the ethos of her profession and act in a dignified manner. She should keep in mind that society has entrusted her with their children She is a role model for her students, so she should rise to the expectation of her students and the society.

Professional Development and Practices

(i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates herself/oneself in her field and other related ones in order to upgrade herself and the student community. She must also acquaint herself with recent methodologies and other applications.

(ii) A teacher must, alongside teaching, pursue research, as innovation contributes to the continuous progress and development of a subject. She should participate in Seminars and .Workshops where there is interchange of views & ideas. A career long professional development is therefore a necessity.

(iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of her professional duties.

(iv) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. She should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

[C] Professional Integrity

(i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

(ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

(iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

(iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

Professional Collaboration

(i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

(ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

(iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

(iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.

(v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

(vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

(vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

Code of conduct for Support Staff

Being the employees of college the support staff should follow the code of conduct stipulated by the State Government. The College has also put forward its code of ethics for the support staff along the following lines.

Professional Conduct

- (i) The support staff should acquaint themselves with the College policies and adhere to them to their best of their ability.

- (ii) Each of them should perform the duties he/She has been assigned sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation. In case of sudden contingencies, information of their absence should be promptly forwarded to the College Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- (v) They should not hamper the functioning of the college by engaging themselves in political or anti social activities.
- (vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

- (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- (ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The support staff should show no discrimination on basis of gender, caste or religion.

Professional Relationship

- (i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- (ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.

- (iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- (iv) The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

Expectations of the college from Parents/ guardians

- (i) The college expects parents and guardians to be in communion experience in the college and their with their wards about their day is day progress in academics and extra curricular activities. academic and social in general.
- (ii) The parents are expected to consult the college authorities as and when required.
- (iii) The college expects the parents to deposit the fees on time.
- (iv) The college expects the parents to observe and record the progress of their wards in the required "booklet" entitled as "Factors and measurement of Learning and Growth (graphs) of students"
- (v) The college expects the parents to acquaint themselves with the general rules contained in the prospectus of the college.



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