

# **SNDT Women's University**

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**NAAC -SSR**

**CRITERION VII**

**Supporting Documents**

**for**

**7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The institutional Code of Conduct principles are displayed on the Website**
- 2. There is a committee to monitor adherence to the institutional Code of Conduct principles**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

## **INDEX**

<b>Sr. No</b>	<b>Particular</b>	<b>Page No.</b>
1	Policy document on code of ethics	3-6



## **SNDT Women's University**

### **Ethics Policy**

(This policy has been approved by the Management Council)

#### **I. Introduction:**

SNDT Women's University is in the process of becoming an excellent university, continuously responding to the changing realities of the society by imparting the updated knowledge and its application to follow our MOTTO which is '**Sanskrita Stree Parashakti**' (An Enlightened Woman is a Source of Infinite Strength).

#### **II. Preamble:**

The primary goal of SNDT WU is to create an inclusive society that promotes, protects the dignity, equality, social justice and human rights for all with special emphasis on empowerment of women, along with preserving our cultural property. We are committed to the cause of women's empowerment through access to education, particularly higher education, through relevant courses in the formal, non-formal, wide range of professional and vocational courses for women. SNDT Women's University prepares the students to meet the challenges of the changing socio-economic needs, with human values, social responsibility and to achieve excellence with '**Quality in every Activity**'.

#### **III. Code of Ethics:**

##### **a) Code of Professional Ethics for Teachers**

- To follow the responsible behavior expected of teachers by the society.
- They must maintain their act even outside of the premise of the University as per dignity of their profession.
- Must aspire to make professional growth to meet the challenges coming with time. Must be confident in expressing their views while being part of any professional

body; always strive to improve education and profession through their updated knowledge.

- Must perform their duties i.e. teaching, guiding the students, attending and organizing the seminars, workshops, research work, in an excellent manner on continuous basis.
- Teachers shall participate in extension, co-curricular and extra-curricular activities, which shall include community service.
- Teachers shall be flag bearers of the University

**b) Code of Professional Ethics: Teachers with Students**

- Teachers shall respect the right and dignity of the student while expressing their opinion.
- Teachers shall be impartial with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Students may have different aptitude and capabilities among themselves; teacher must recognize those differences and strive to meet their individual needs. T
- Teachers should encourage the students to improve their accomplishments, improve their personalities and ready contributing to community happiness.
- Scientific temperament shall be inculcated among students, along with imbibing respect for physical labour and ideals of democracy, patriotism and peace.
- Teachers should help and guide students without any expectations, rewards or demands.
- Encourage the students to develop an understanding of our national heritage and national goals to help the nation building process.

**c) Code of Professional Ethics for Persons of the University**

- Inculcate the importance of ethics that are important to discipline the system, which include acts and deeds for all stakeholders, be it Teachers, students, non-teaching staffs, and higher authorities of the University.
- Establish the ethical guidelines and norms to deal with acceptable (good) and non-acceptable (bad) behaviours.
- Apply unique values such as inclusivity, integrity, discipline, and honesty among teachers, students and administrative authorities at every level in daily routines.

- Reflect the impact of inculcated value system in behaviour, academic activities, research work and nature of all stakeholders to make the right decision within available options.
- Practice the ethics at all levels in the existing education system.
- Maintain honest, respectful, loyal, truthful, trustworthy, sincere, and fair interaction at every level.
- Maintain confidentiality of all problems and issues related to every stakeholder, be internal or external, ensuring no information leaks to the unauthorised persons.
- Have a well-defined code of ethical standards for research related activities with zero tolerance against plagiarism.
- Establish various bodies to examine the standard and quality of research
- Establish a Grievance Cell to deal any matter of conflict, efficiently and effectively.
- Maintain responsibilities towards academic, administrative, admission, examination and financial activities.
- Establish inclusivity, respect, punctuality, and uprightness at work.
- Avoid discrimination based on caste creed and language.
- Discourage insubordination, harassment, either general or sexual, substance abuse inside the campus premise.

#### **d) Incorporate Ethics and Human values in Curriculum**

SNDTWU strongly believes that ethics would help in development of humanitarian world vision, human values, human culture and skill for living with good conduct. These are crucial links for the formation of a humane society, human culture and civilization which would be the foundation of an equitable and just society. Department of Management Studies, Engineering and Pharmacy run a programme on ‘Universal Human Values’, to make the students understand:

- harmony in the human being, harmony with themselves.
- harmony in the family and society, having respect of human relationships at every level.
- harmony in nature and existence.
- holistic understanding of harmony in professional ethics.

#### **IV. Policies and Measures:**

- The University ensures that everywhere, be it classrooms, offices, inside or outside of University premises, all stakeholders must observe ethical code of conduct.

- It is monitored that defined code of ethical standards of research related activities must be followed strictly. There is zero tolerance against plagiarism.
- To strengthen the research process, it is compulsory that each PG student does the Internship and research work.
- There are various bodies to examine the standard and quality of the research i.e. Research Ethics Committee.
- Conflict of interest is resolved on priority basis.
- Each department of SNDTWU resolves grievances effectively.
- SNDTWU has a Grievance cell.

SNDT Women's University follows strong professional conduct and ethical principles that govern decisions and behaviours of the university's employees and students. University has a clear guidance for resolving issues like harassment, safety, and conflicts of interest. University is committed to maintain an appropriate ambience for learning and the highest level of academic performance. It is devoted to excellence and integrity in all its endeavours.

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