

SNDT Women's University

Shreemati Nathibai Damodar Thackersey Women's University



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

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Code of Conduct

Preamble:

SNDT Women's University is dedicated to nurturing an environment that encourages collaboration and cooperation among students and faculty to achieve academic distinction. Consequently, students are expected to uphold high standards of personal, ethical, and moral conduct, demonstrating personal integrity and a commitment to self-accountability. The University strives to cultivate academic excellence among its students, preparing them for global career opportunities and instilling qualities of good citizenship.

True academic excellence can only be achieved when every student adheres to discipline and maintains decorum in accordance with SNDTWU's code of conduct. To this end, a Code of Conduct has been established to outline the University's expectations and procedures for regulating student activities on campus, as well as standards of professional behavior. This code recognizes the diversity of the student body, and the University is dedicated to treating all students fairly, with the aim of promoting teaching, learning, and academic excellence while upholding its core values.

As such, all students enrolled in various courses on campus are required to abide by this Code of Conduct, as well as relevant disciplinary policies, procedures for addressing student grievances, and participate in Student Council elections.

Purpose:

The objectives of the code of conduct are as follows:

- i. To lead and oversee a process of student discipline, fostering civic awareness and educating individuals to become conscientious members;
- ii. To encourage student development through shared responsibility;
- iii. To safeguard the values and rights of all members of SNDTWU; and
- iv. To preserve a harmonious environment within the University conducive to higher education. This document serves to provide guidelines regarding the appropriate conduct of students both on campus and within society. It is imperative that all students are well-informed and consistently act in accordance with these guidelines to promote academic excellence and enhance the University's performance on a global scale.

Ethics and conduct:

The code of conduct is applicable to all kinds of conducts of students that occur on campus as well as off campus which may impact the University's interest in higher education and society as a whole.

A. Code of Conduct for students

General Code:

- i. Each student is expected to uphold discipline, contribute to the academic excellence of the University, and foster harmony within the student community and among other stakeholders.
- ii. It is the responsibility of all individuals within the SNDT campus to ensure cleanliness is maintained at all times.
- iii. Behaviors such as misconduct, discrimination, involvement in unethical practices including the possession and consumption of drugs or alcohol, harassment, violence, and disobedience will not be tolerated by students within the SNDT Campus. The University reserves the right to take appropriate action.
- iv. Students must show respect towards faculty members and staff of the University.
- v. Students are required to be punctual in classrooms/laboratories and uphold discipline within these areas as well as in the library, cafeteria, etc.
- vi. Students should adopt a cooperative and collaborative approach to interpersonal relationships.
- vii. Students are expected to regularly check notice boards and the University website for examination-related information.
- viii. Students must conduct themselves ethically and honestly in the preparation, execution, and submission of academic work and during examinations.
- ix. Throughout their academic pursuits, students are expected to act with honesty and integrity.

Student shall not indulge in any act of indiscipline which includes:

- i. Violating regulations, policies, and the Code of Conduct for Students as prescribed and in effect from time to time.
- ii. Breaching an undertaking or refusing to follow the directions or instructions of the Head of Department/Director, Registrar, and/or Vice-Chancellor.
- iii. Leaving University premises without permission and failing to provide proof of identity when requested.
- iv. Behaving inappropriately towards fellow students, faculty, staff, or any individual within the University.
- v. Engaging in violent, indecent, disorderly, threatening, harassing, intimidating, or offensive behavior or language, whether oral, written, or electronic (including blogs, social networking websites, and other electronic means).
- vi. Creating unreasonable noise, using verbal or written abuses, derogatory language, or unparliamentary terms against any University officer, academic staff, administrative staff, employee, or student.
- vii. Distributing literature or propaganda material, in print or electronic form, or publishing posters, notices, signs, or any publications, including audio-visual material, blogs, or webpages, that are offensive, intimidating, threatening, or illegal.

- viii. Engaging in any form of malpractice related to examinations, tests, evaluations, or printing work.
- ix. Organizing mass bunking of classes or other University activities that disrupt the functioning of the University.
- x. Possessing and/or using banned or prohibited substances such as tobacco products, alcohol, narcotics, etc., within University premises or threatening to use weapons, prohibited items, or chemicals.
- xi. Physically assaulting or threatening to use physical force against any University officer, academic staff, administrative staff, employee, or student, and/or causing injury to any person within or outside the University Campus.
- xii. Violating the status, dignity, and honor of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them or engaging in any activity that disparages or tarnishes their reputation.
- xiii. Inciting intolerance on religious or communal grounds.
- xiv. Accessing banned or pornographic sites or material on campus.
- xv. Discriminating against or harassing any student, staff member, or visitor to the University based on sex, sexual orientation, gender, gender reassignment, race, religion, disability, or age.
- xvi. Committing fraud or deception in relation to the University or its staff, students, or visitors.
- xvii. Offering bribery or gifts to any student, employee, or visitor of the University. (r) Theft, misappropriation, unauthorized use, or misuse of University property.
- xviii. Failing to comply with any punishment imposed as a result of the University's disciplinary procedures or showing contempt for those procedures.
- xix. Engaging in any activity that amounts to ragging or similar acts, resulting in the student being summarily suspended from the University.
- xx. Conducting oneself in a manner that brings the University and/or its officials, staff, or other students into disrepute or adversely affects its reputation.
- xxi. Creating disturbances within any part of the campus or classrooms or engaging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus.
- xxii. Promoting any business or trading activity within the University Campus.
- xxiii. Shouting slogans or engaging in violent activities in pursuit of any demands or issues, or any other act of commission or omission that constitutes indiscipline.

The student is expected to uphold academic integrity, as well as respect the rights and safety of others. Interactions with media representatives or inviting media persons onto the campus, as well as providing audio/video recordings of any campus activities, are strictly prohibited

without prior permission. Students must refrain from participating in the destruction of University property, abusing computer systems, or tampering with electronic communication systems.

The student shall not make audio/video recordings streaming, take photographs without prior consent.

- i. In the event of a breach of the code of conduct, a disciplinary committee will be convened to conduct an inquiry and recommend suitable actions against the student(s) based on the nature of the misconduct.
- ii. The committee will specify actions such as
 - a. issuing a warning to the student(s) for the code violation,
 - b. imposing restrictions on various campus facilities,
 - c. suspending or revoking scholarships/fellowships for a specific period,
 - d. imposing a suspension for a specified duration,
 - e. rendering the student(s) ineligible to apply for admission to academic programs,
 - f. withholding the degree certificate, and
 - g. permanently expelling the student(s) from the University.
- iii. Initially, delinquent student(s) may appeal to the Director for reconsideration of the punishment or may escalate the appeal to the University authorities. However, the decision of the University authorities shall be considered final in all cases.

Attendance:

- i. Consistent attendance in classes, laboratories, academic events, internal tests, and examinations is imperative for academic advancement during the study period.
- ii. Students are expected to attend all lectures and sessions punctually throughout the day.
- iii. A minimum attendance of 75% is required in theory subject lectures and fieldwork for every student.
- iv. Disciplinary measures will be taken against students found to be irregular in attendance.
- v. Students with attendance below 75% in any course will not be permitted to sit for the term-end examinations, regardless of their academic performance.
- vi. Parents or legal guardians of students with attendance below 75% will be duly notified and are urged to take this matter seriously, advising their wards to attend classes regularly.
- vii. For condonation requests due to illness, students must submit a medical certificate and follow the necessary procedure through the course In-Charge and Institute Principal.
- viii. Participation in activities such as N.C.C./N.S.S. camps, training, military duties, or inter-university/inter-collegiate competitions sanctioned by the University or College

authorities will count towards the student's attendance.

- ix. Students arriving late will not be permitted to enter the class.
- x. Students must promptly inform the class teacher, fieldwork supervisor, or college in case of illness.
- xi. Students bear full responsibility for any absences, which may adversely affect their overall performance and results.
- xii. Students are required to complete all aspects of fieldwork seminars, group discussions, and related tasks, including diaries and assignments.
- xiii. Various scholarships, such as those offered by the Government of India and the Maharashtra State government, are available to deserving college students upon meeting government criteria.

Students Identity Card:

- i. An Identity Card is provided to all students, and it is mandatory to wear it at all times. Non-compliance will result in penalties or other actions.
- ii. Students are required to obtain their Identity Card from their respective college and Library Card from the Library at the beginning of the academic year.
- iii. The Identity Card will be issued approximately one week after the student submits passport-sized photographs along with their admission receipt.
- iv. Students must collect their Identity Card within 15 days of admission.
- v. It is compulsory for every student to carry their college Identity Card daily while attending lectures and participating in examinations. Entry to the campus will not be permitted without the Identity Card.
- vi. When borrowing books from the library, students must present their Identity Card along with the library card. Failure to present the Identity Card may result in denial of access to the Home Lending facility.
- vii. If a student loses their library card, they must promptly report it to the librarian along with an application.
- viii. In the event of misplacing the original ID-Card, students can obtain a duplicate ID-Card from the school by paying the prescribed fee.
- ix. Any misuse of the Identity Card may result in disciplinary action against the student.

Restrictions on use of mobile phones:

- i. Students are required to switch off their mobile phones while in the classroom, library, or engaged in academic activities.
- ii. The use of mobile phones is strictly prohibited in the exam hall during examinations. Students are responsible for the loss or theft of their mobile phones, as well as other

valuables and belongings.

B. Code of Conduct for Teachers:

- i. To follow the responsible behavior expected of teachers by the society.
- ii. They must maintain their act even outside of the premise of the University as per dignity of their profession.
- iii. 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 1 body; always strive to improve education and profession through their updated knowledge.
- iv. 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.
- v. Teachers shall participate in extension, co-curricular and extra-curricular activities, which shall include community service.
- vi. Teachers shall be flag bearers of the University
- vii. Teachers shall respect the right and dignity of the student while expressing their opinion.
- viii. Teachers shall be impartial with students regardless of their religion, caste, political, economic, social and physical characteristics.
- ix. Students may have different aptitude and capabilities among themselves; teacher must recognize those differences and strive to meet their individual needs.
- x. Teachers should encourage the students to improve their accomplishments, improve their personalities and ready contributing to community happiness.
- xi. Scientific temperament shall be inculcated among students, along with imbibing respect for physical labour and ideals of democracy, patriotism and peace.
- xii. Teachers should help and guide students without any expectations, rewards or demands.
- xiii. Encourage the students to develop an understanding of our national heritage and national goals to help the nation building process.

C. Code of Conduct for Non-Teaching Staff:

- i. All non - teaching staff of the college is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to university assets including all kinds of physical assets, movable and immovable property.
- ii. All the non - teaching staff members should follow the rules and regulations of the university as directed from time to time.
- iii. All non - teaching staff shall devote their time and their best efforts for the progress

of the university and should contribute to the vision and mission of university through engagement of working hours.

- iv. Non - teaching staff must be punctual, honest and regular in their approach.
- v. Non - teaching staff must attend all programs of the university as per the instructions of Heads, Principals, Directors and Conveners' of the respective program.
- vi. Non - teaching staff must refrain from any form of harassment or illegal discrimination based on:
 - i. Gender/sexuality/age/marital status
 - ii. Pregnancy or likelihood of pregnancy
 - iii. Physical features, disability or impairment (physical disability or medical status)
- vii. Non-teaching staff should work in collaboration and in harmony with others through academic and administrative activities to achieve Institutional goals.
- viii. Every non - teaching staff should maintain the confidentiality regarding the University's activities.
- ix. The non - teaching staff should show no partiality to any segment / individual student.

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