

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**

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1. The Code of Conduct is displayed on the website

SNDT Women's University has displayed the Citizen's Charter on the website, which can be accessed at <https://sndt.ac.in/pdf/citizencharter/sndt-womens-university-citizens-charter.pdf>. The university's Citizen's Charter consist of the roles and duties of different administrative departments, including the Examination, Accounts, Affiliation, and Secretariat units. It also provides details such as names, contact information, and responsibilities of personnel within these departments. Additionally, it stipulates timeframes within which specific services should be provided after receiving requests, and officers are expected to adhere to these deadlines as outlined in the charter. The conduct of administrators and staff members is governed by the provisions of the Citizen's Charter. Likewise, the colleges and departments within the university have published their respective Citizen's Charters on their websites. These charters outline the organizational hierarchy, as well as the duties of teaching and non-teaching staff members.

In addition to the Citizen's Charter, which sets standards for conduct, the university and colleges have established various committees, such as the Anti-Ragging Committee and Internal Complaints Committee. The Anti-Ragging Committee is tasked with preventing and addressing incidents of ragging on campus, while the Internal Complaints Committee is responsible for preventing, prohibiting, and addressing cases of sexual harassment involving women employees and students. These committees are constituted in accordance with guidelines set forth by the UGC.

The circular regarding anti-ragging is displayed in the student's section on the university website which can be accessed at <https://sndt.ac.in/commercemumbai/committees> and <https://sndt.ac.in/downloads/students/>.

The university has hostels at Juhu and churchgate campus. There is a separate code of conduct regarding behavior in the hostel, which is laid down by the university. The code of conduct for the hostel is available at <https://sndt.ac.in/facilities/hostel/rules-and-regulations> A course of professional ethics is included in syllabus of F.Y.B.Sc and Senior BSc.Nsg. C. U Shah College of Pharmacy have also displayed roles and responsibilities its staff members on their website, which can be accessed at [https://sndt.ac.in/pdf/cushahpharmacy/nagrikanchi sanand-c-u-shah-college-of-pharmacy.pdf](https://sndt.ac.in/pdf/cushahpharmacy/nagrikanchi%20sanand-c-u-shah-college-of-pharmacy.pdf)

The Ethics policy is displayed on the website. The weblink is: <https://sndt.ac.in/pdf/policies/ethics-policy.pdf>

All students are made aware of the code of conduct during admission, during the Orientation Program and during the class all through the session. The Principal, departmental teaching and non-teaching staff look after the matter individually. The Principal looks after the matter of teaching and nonteaching staff and whether they are following the code of conduct. If any issues develop, the matter is being discussed one-to-one, though no such serious matter has ever taken place.

2. There is a committee to monitor adherence to the Code of Conduct To monitor adherence to the Code of Conduct for the Students, Teachers, Administrative and other Staff at SNDTWU, following committees are constituted:

The IQAC of the SNDTWU monitors code of conduct with the help of other committees. It ensures the organization of different programs on ethics, values, culture and other important areas for the betterment of the society. There are various committees at SNDTWU, which help in maintaining code of conduct among students and staff, as follows:

1. **IQAC of SNDTWU.** The minutes of meeting of IQAC are available at <https://sndt.ac.in/iqac/iqac-minutes>
2. **Anti-Ragging committee** available at <https://sndt.ac.in/pdf/downloads/students/2018/circular-for-regulations-on-curbing-the-menace-of-ragging-in-higher-educational-institutions-09.pdf>
3. **Grievance Redressal Committee** available at <https://sndt.ac.in/pdf/downloads/university-bodies/2018/list-of-members-of-the-grievances-committee.pdf>

4. Internal Complaints Committee:

https://sndt.ac.in/pdf/downloads/university_bodies/2022/list-of-members-of-the-internal-complaints-committee.pdf

5. Code of conduct at hostel available at

<https://sndt.ac.in/facilities/hostel/rules-and-regulations>

3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff

Institutes approved by AICTE follow guidelines on ‘**Universal Human Values**’ as prescribed by the AICTE. Institutes approved by UGC follow Guidelines For ‘**Human Rights & Values In Education**’ as well as ‘**Inculcation of Human Values and Professional Ethics in Higher Educational Institutions**’ as prescribed by UGC. Some faculty members of the University have attended AICTE prescribed faculty development programs on ‘**Universal Human Values**’.