

सरस्वती कॉलिज ऑफ प्रोफेशनल स्टडीज
SARASWATI COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to CCS University, Meerut & Recognized by: NCTE)
Accredited Grade 'B' by NAAC



विद्यैव परमज्ञानम्

AN AFFILIATED COLLEGE OF CCS UNIVERSITY,
MEERUT

CODE OF CONDUCT HANDBOOK

Published by
Internal Quality Assurance Cell (IQAC)

819, 27km Stone, NH-9, Delhi-Meerut Expressway, Po- Adhyatmic Nagar,
Ghaziabad (UP)- 201015

E-mail: info@saraswaticollege.com, Web: www.saraswaticollege.com

PREAMBLE

We, the members of Saraswati College of Professional Studies, believing in the need to nurture and promote the Vision and Mission, Integrity and Esteem of our Institution, hereby establish and ordain this Constitution. We truly foster the ideology of Liberty that indeed encourages Creativity, Imagination and Self Growth, but as rightly quoted “Freedom does not mean the absence of rightful restraints.” Thus, as a collective effort, to encourage the ideals and principles of our Institution, we unanimously adopt and abide with the prerequisites keeping in mind the goals and aspirations of the society as a whole. This document is prepared for good and effective functioning of the institute. It also ensures the quality of the teaching learning process with transparent administration. This document, along with the general rules and regulations provides certain code of conduct to be followed by the members of the institution that will undoubtedly set an example for everyone else.

Code of Conduct for the Principal

The Principal of the Institution as an administrative, academic leader and head of the college shall be responsible for the following:

1. The Principal should shape a vision of academic, career and life success by cultivating a hospitable culture in the institution.
2. The Principal should manage people, data, processes and resources and allocate them for the enrichment of the organization.
3. The Principal should supervise and ensure general control of the University/Governing Body.
4. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
5. The Principal should form various college level committees which are necessary for the development of the College.
6. The Principal shall be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct.
7. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
8. The Principal should ensure external academic interaction and invite resource people to conduct seminars & workshops for the growth of the College.
9. The Principal should encourage the spirit of Inter-collegiate competitions and participation.
10. The Principal should plan the budgetary provisions and go through the financial audited statements of the College.
11. The Principal has to implement the new ideas and plan to execute the vision and mission. He should listen to the student's ideas and set a supportive tone.
12. The principal should be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
13. The Principal should always be honest, fair, objective, supportive, protective and law abiding.
14. The Principal should empower all staff and students to reach their maximum potential.
15. The Principal should conduct regular meetings with Heads of the various committees, cells and other groups.
16. The Principal should encourage Faculty Members to update their knowledge by attending seminars, workshops and conferences.
17. The Principal should provide leadership, direction and coordination within the institute.

18. The Principal should forward confidential reports of all staff members of the college and submit it to the management.
19. The Principal shall be responsible for submission of an annual report on the progress of the college to the various committees and Management.

Code of Conduct for the HODs and Co-ordinators

The HODs and Co-ordinators shall be responsible for the following:

1. The HODs and Co-ordinators should assist and collaboratively work with the Principal for all supervisory, managerial and administrative support.
2. The HODs and Co-ordinators should attend the meetings at both the college and university level.
3. The HODs and Co-ordinators should be the link between the faculty members and the authority.
4. The HODs and Co-ordinators should coordinate, direct and plan the academic or auxiliary activities of the college.
5. The HODs and Co-ordinators should manage the teachers, counselors, staff and students on a daily basis. Along with the principal, they should review and approve or recommend modifications to new or existing programs and then submit their proposals to the governing body.
6. The HODs and Co-ordinators should prepare or oversee the maintenance of attendance records, personnel reports, planning and other activities.
7. The HODs and Co-ordinators should coordinate or direct the use of all college facilities.
8. The HODs and Co-ordinators must make decisions and solve problems by analyzing information and selecting the best solution, along with developing cooperative and constructive working relationships.
9. The HODs and Co-ordinators must perform daily administrative tasks such as processing paperwork and preparing or maintaining information files, records and reports and also handle complaints, resolve grievances and settle disputes.
10. In the absence of the Principal, The HODs and Co-ordinators shall be present at the authoritarian position and lead the proceedings on behalf of the Principal.

Code of Conduct for the Teaching Faculty

Whoever adopts teaching as a profession assumes the obligation to conduct himself or herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her or his students and the society at large. The national ideals of education which have already been set forth and which she or he should seek to inculcate among students must be her or his own ideals. The teacher is responsible for the following:

1. The Teacher should engage in professional growth continuously through study and research.
2. The Teacher should be able to express free and frank opinion by participation in meetings, seminars, conferences etc., towards the contribution of knowledge.
3. The Teacher should perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
4. The Teacher should discourage and not indulge in plagiarism and other unethical behaviour in teaching and research.
5. The Teacher should co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university.
6. The Teacher should assist in appraising applications for admission, advising and counselling students.
7. The Teacher should assist the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. The Teacher shall actively associate, involve, participate in extension, co-curricular and extra-curricular activities, including the community service and programmes.
9. The Teacher shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.
10. The Teacher must be enthusiastic in taking up the subjects allotted to them by the Head of the institution.
11. All teachers should properly maintain the records of respective portfolios.
12. The Teacher should responsibly conduct regular classes and practical's and also take extra classes whenever necessary.
13. The Teacher should agree to execute all the work assigned to him/her by the Head of the Institution from time to time honestly and sincerely and carry out all the orders of the superiors.
14. The Teacher should undertake to fully abide by the leave rules and the code of conduct, copies of which have been inked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the institute.
15. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.

16. The Teacher should respect the rights and dignity of the student in expressing her/his opinion.
17. The Teacher should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
18. The Teacher should encourage students to improve their attainments, develop their personalities.
19. The Teacher should inculcate among students, scientific temper, spirit of inquiry and ideals of democracy, social justice, environmental protection and peace.
20. The Teacher should treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
21. The Teacher should refrain from inciting students against other students, colleagues or administration.
22. The Teacher should treat other members of the profession in the same manner as they themselves wish to be treated.
23. The Teacher should speak respectfully to other teachers and render assistance for professional betterment.
24. The Teacher should refrain from making unsubstantiated allegations against colleagues to higher authorities.
25. The Teacher should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
26. The Teacher should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
27. The Teacher should cooperate with the authorities for the betterment
28. of the institutions keeping in view the interest and dignity of the profession.
29. The Teacher should give and expect due notice before a change of position takes place.
30. The Teacher should refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Code of Conduct for the Non-Teaching Staff

College support staff includes a variety of staff members who provide specialized instructional support as well as support to students while they utilize school facilities. College support staff plays important roles in ensuring students are learning in a safe and supportive learning environment.

1. The non-teaching staff should be responsible for the regular maintenance and updation of the resources as per requirement.

2. The non-teaching staff should timely report for duties and report the completion of their work to the authority in charge.
3. The support staff should maintain an ethical code when communicating with the higher authorities, it is expected that they should follow the hierarchy in case they want to communicate.
4. The non-teaching staff should abide with the rules pertaining to their uniform.
5. No Staff employed in a college shall engage directly or indirectly in any trade or business.
6. Non-Teaching staff must always wear the identity badge during working hours.
7. Any loss or damage to any article in the laboratory or classroom should be reported to the head of the institution in writing immediately.
8. In case of absenteeism, they are responsible to inform on a prior basis. Medical certificates should be submitted in case of health conditions.

Code of Conduct for the Librarian

Use of the library is a privilege extended to all the Students and faculty members of Saraswati College of professional studies to support learning and to promote academic success. Through the library, the college provides students with access to computers and books and other academic help, comfortable seating, and formal and informal learning spaces. Students are expected to follow the rules and maintain discipline. The Institute and Faculty provide important reading and media in a special collection to assure students have access to critical information in order to complete assignments.

1. The librarian shares information about borrowed library materials and works together to supervise their use.
2. The Librarian should be responsible to produce and issue Library cards to all the students.
3. The Librarian should maintain a record of all the books, due dates, and maintain a system that is smooth flowing.
4. The Librarian should be responsible for maintaining the condition of the books, resources and facilities of the Library.
5. The librarian should be aware about the various external educational materials, educational courses and external papers.
6. The Librarian should be able to effectively guide the students and faculty for their requirements of the books, papers and modules.
7. The Librarian should ensure that all books are stored and maintained in a proper order in the assigned section.
8. The librarian should maintain discipline in the library and provide a comfortable reading environment.

9. The librarian should maintain a record for books to be ordered and inform the authorities.

Code of Conduct for Students

Code of Conduct for students sets out a standard set of expectations, rules, duties and roles. Saraswati College of professional studies requires all students to act as responsible citizens and members of a higher education academic community. Each student is responsible to know, observe, abide by, and adhere to the College's Student Code of Conduct, policies, rules, and regulations. All students must know that it is incumbent upon them to abide by this Code of Ethics. Students are an integral part of any education system and if each student understands their role and contribution in maintaining dignity, the entire Institute will benefit as a whole.

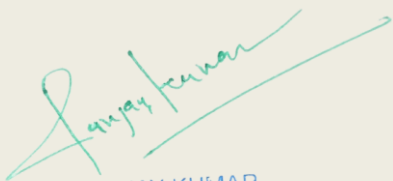
1. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
2. The student must observe and strictly follow the disciplinary rules and regulations of the institute.
3. The student should follow the academic calendar as per the instructions of the Head of the institute.
4. Any act of misconduct or misbehavior by any student will attract severe punishment.
5. Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
6. The student should maintain dignity and a disciplined conduct on and off campus.
7. The student should be very careful when using the name of the college on social media.
8. The students should refrain from using the name of the college for personal use without prior permission.
9. The student should avoid indulging in anti-social, communal, immoral activities that can hurt the sentiments of a religion or community.
10. The student should be responsible to submit all the assignments, documents and papers on time. In case of need of extension for the submission dates, he / she shall request for the same in a very systematic and formal way.
11. The student should be liable to maintain a code of conduct, not only with the teachers/professors but also the non-teaching staff, librarian, administration and every individual in their surroundings.
12. The student should strictly discourage the unauthorized entry of outsiders as it can turn into an issue of security.
13. Disciplinary actions or Legal actions will be initiated if a student is caught guilty of Eve-teasing, ragging, molestation or incidents of bullying.

14. If a student loses a library card or I-card, it should be reported immediately to the coordinator and the librarian with an application.
15. At the time of issuing a book, the Student Library Card must be presented along with the Library card. Without an I- Card the student may be refused the use of the Home Lending facility.
16. If the student is found guilty of using another classmate's assignment or work without permission or consent of the student, he/she will be exempted from submitting that assignment.
17. The student is prohibited from indulging in anti-institutional, antinational, antisocial, communal, immoral activities within the campus.
18. The student must be scrupulously honest in all academic activities and with all the stakeholders of the institute.
19. He / She must be attentive, fair and cooperative to teachers and peers on various academic and non-academic activities.
20. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification. Mobile phones are strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.
21. The student should be regular in attendance for all sessions and must participate in all the class activities and submit their assignments on time.
22. The student should have at least 80% attendance in the theory lectures of every subject and 90% in practicum.
23. If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class.
24. The student must report about the sickness to the Institute.
25. On no account will the student be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student. Re-test will be organized only after due permissions from the head of the institution.
26. The student should not communicate, transfer and pass on any cheating / copying / writing material to one another in any manner during the examination. Any student found guilty of the same will face consequences.
27. All corridors, classrooms and common areas are under the surveillance of CCTV cameras and are under scanner. All students are expected to be mindful of their actions.

Code of Conduct for Student Council

The student council is a committee that is appointed voluntarily and with the recommendations of the teachers. The students vote for their representatives who then formally carry out communication between the students and the concerned authorities.

1. The student council officially represents all the students of the Institute during external and internal events.
2. The student council is responsible to brainstorm, share ideas, execute and organize college events.
3. The student council is responsible to communicate its opinion to the Institute administration on any subject that concerns students and on which the council wishes to be consulted.
4. It helps to promote and encourage the involvement of students in organizing activities in the institution.
5. The student council would help to promote the interests of students among the Institute administration, staff and parents.
6. The student council is responsible to inform students about any subject that concerns them.
7. The student council is responsible to consult students on any issue of importance and take their grievances to the authorities.
8. The student council is responsible to organize educational and recreational activities for students.
9. The student council should help to participate in developing the Institute's educational projects and promote it to students.
10. The student council should help to maintain good relations, out of mutual respect, with the staff (the principal, teaching and non-teaching faculty) and parents.



Dr. SANJAY KUMAR
Principal
Saraswati College of Professional Studies
Ghaziabad