



'SWARGEEYA SANJIBHAI RUPJIBHAI MEMORIAL TRUSTS'
**SSR COLLEGE OF ARTS, COMMERCE AND
SCIENCE**



(AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY)

SAYLI ROAD, SILVASSA, UT OF DADRA AND NAGAR HAVELI-396230

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HAND BOOK
OF
CODE OF CONDUCT



CODE OF CONDUCT



Principal's Message

It gives me immense pleasure to put forth the code of conduct of the SSR College of Arts, Commerce and Science, Silvassa, a set of standard procedures and practices the college pursues. Code of conduct usually describes the universally established ethical values and rules to be followed by the members of a group or a community and is intended to give them clear guidance about their behavior. An institution succeeds and move forward with determination in true sense provided it exercises self discipline and adheres to a well defined, clearly strategized set of rules.

I wish all the members abide by the code of conduct and contribute to the harmony of the campus. It will surely substantiate the growth of the institution and will guide it to the pinnacle of glory.

DR. RAJEEV SINGH



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➤ **Code of Conduct for Principal:-**

- **The Principal is appointed by the university selection committee as per the rules of Govt. of Maharashtra. The post is subject to approval by the Savitribai University, Pune.**
- **He/she is full time academic and administrative officer of the institute.**
- **He/she should stay at the college campus and will not leave the campus without the permission of the authorities. Before leaving the campus he should make alternative arrangements for the functioning of the day to day activities of the college.**
- **He/she should encourage and support research activities amongst the faculties and Post Graduate students.**
- **He/she being academic head, should support, guide and think innovatively for the overall development of faculties and students in the college.**
- **He/she should observe discipline and must bear high moral character.**
- **He/she should prepare budget for the given academic year, present it to the Management, get it sanctioned and execute it with full commitment.**
- **He/she should provide details of various scholarships to the needy and worthy students.**
- **Principal is responsible for smooth conduct of college and should guide for preparation of yearly plan, administrative and financial management in consultation with management.**
- **He/she should establish good public contacts in society, Dept. of higher education, University and other academic institutions for overall development of the college.**
- **He/she is responsible for the planning and execution of sports, extra-curricular and cultural activities for overall development of the students.**
- **He/she has to manage and control faculties and staff on the campus and make optimum utilization of the available Infrastructure.**
- **He/she should be cooperative towards all his colleagues and seniors.**



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➤ **Code of Conduct for Teachers**

- Teachers should inculcate best quality in teaching and help students equip with the required knowledge and skill.
- Teachers should ensure safe and secured teaching and learning environment for the students.
- Teachers should have excellent leadership qualities and they should present themselves as a role model for the students.
- Teachers should discourage discrimination and harassment in any form inside the college premises.
- Teachers should exhibit efficient and effective resource management skills.
- Teachers should accomplish their duties with a sense of commitment and integrity.
- Alternate arrangements need to be made while applying for any leave. Approval of the Principal in this regard is mandatory.
- Carrying Identity Cards in the college is compulsory.

➤ **Code of Conduct for Students:-**

- Students must display Courteous and respectful behavior.
- The students not fulfilling the minimum attendance criteria will not be allowed for the college/university examinations.
- The student who remains absent for the periodical test / examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by parents.
- The students should complete their tutorials, tests and demonstrations as per the guidelines set by SPPU, Pune.
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per “UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July, 2009. Such



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students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.

- Students with a previous record of ragging will not be admitted to this College.
- Smoking, chewing tobacco, consuming drugs or alcohol and use of explosive or dangerous substances, in any form is strictly prohibited in the College campus.
- Stringent actions will be taken if rules are violated.
- Copying in examination, possessing any form of scribbled material, exchanging answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken against the concerned student.
- No student shall collect money in any form in the college premises.
- No notice shall be put on the notice boards without the prior permission of the Principal.
- Students shall not organize picnics, trips etc, on their own.
- Students are prohibited from indulging into activities which affect the reputation of the college adversely.
- If any student is found scribbling on the walls/desks, disciplinary action shall be taken against him/her.
- The rules set by the Management of the college need to be followed.
- The students carrying vehicles have to park them in the allotted parking slots.
- Carrying Identity Cards in the college is compulsory.



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➤ Code of Conduct for Examination Department

❖ For Students:-

- The students unable to appear for examination due to their health issues or otherwise are required to seek prior permission from the Principal. They have to validate their case producing authenticated documents.
- Student must remain present in the examination hall fifteen minutes prior the commencement of examination.
- The student should not disregard the instructions given by the junior supervisors.
- Student should not communicate in any way inside the examination hall.
- Exchanging mathematical instruments or stationary items during the examination is strictly prohibited.
- Students shall be allowed to enter the examination hall for half-an-hour after the commencement of the exam.
- Students must not leave the examination hall until half-an-hour time of exam is over.
- A warning bell will be given ten minutes prior the ending of the examination; as soon as the final bell is rung, student must stop writing and hand over the answer-books to the junior supervisor. Student must not leave the seat until all answer-books are collected and verified by the junior supervisor.

❖ For Senior Supervisor and Junior Supervisor

- The time for reporting will be 30 minute prior the commencement of examination.
- The junior supervisors are required to adhere to the guidelines laid down by the University. A copy of these guidelines is available with the CEO and the Principal



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- The supervisors are required to instruct the students not to carry any unauthorized material like scribbled notes, blank papers, books, scientific calculators, mobile phones or electronic gadgets of any type.
- Jr. Supervisor will not leave the examination block without the prior permission of the senior supervisor.
- Use of cell phones is strictly prohibited during the examination hours.
- The supervisors need to give clear instructions to the students with regard to the rules to be observed during the examination. Besides they have to be directed in connection with pasting the barcode stickers correctly.
- The supervisor should verify ID cards and Hall Tickets before the commencement of exam.

- The details filled in by the students should be scrutinized by the junior supervisor before signing the answer books.
- Junior supervisors are allowed leaves only under emergency conditions.
- In case of interchange of the supervision duty, a form available with the examination department has to be filled and prior permission from the senior supervisor has to be taken.

➤ Code of Conduct for Supporting

Staff:-

- Supporting staff should exhibit punctuality and regularity in all the work assigned to them.
- There should be complete coordination amongst the supporting staff and they should help each other out as and when required.
- They should maintain confidentiality in all the crucial matters.
- They should understand their responsibilities well.
- They should perform the duties assigned to them with accuracy and consistency.



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- They should have the capability to make decisions if needed.
- They can avail leaves only after taking prior permission from the concerned authority.
- They should extend cooperation to the teaching staff.

➤ **Anti-Ragging Notice:-**

- The college has an anti-ragging cell to prohibit ragging in the institution.
- Maharashtra Prohibition of Ragging Act 1999
- Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to two years and / or penalty which may extend to ten thousand rupees.
- Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from date of order of such dismissal.

➤ **Rules for Parking**

- All the vehicles should be properly locked and parked within the parking area provided by the institute.
- Staff and students are allotted separate parking slots for the vehicles
- The institute will not be responsible for the vehicles parked outside the allotted slots.