

SADHU VASWANI AUTONOMOUS COLLEGE

(Govt. Aided College)

NAAC Reaccreditation 2014 - 'A' grade CGPA-3.03

Affiliated to Barkatullah University, Bhopal

Recognised by Higher Education, Govt. of MP & UGC NEW DELHI



Handbook
on
Code of Conduct

Published by
Sadhu Vaswani Autonomous College
Bairagarh, Bhopal-462030

About the institution

Sadhu Vaswani Autonomous College was established on 2nd Oct, 1979 with the blessings of Sant Shiromani Swami Hirdaramji and inspiration from the renowned visionary and social reformer Sadhu T. L. Vaswani. A co-educational college under Section 2(f) and 12 B of the UGC Act since 1992 located by the side of Bhopal lake provides a calm atmosphere for learning. The college is reaccredited with Grade "A" from NAAC in the 2nd cycle. It was given Autonomous Status by UGC in 2015. The college is run with the clear mission:

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"The aim of education is individual development as it leads to the development of the nation. Happiness lies in giving and the best giving is that of Education."

To achieve this mission, the role of teachers, members of the administration and even of students is very important. Therefore, a Code of Conduct has been

prepared for the teachers, administrators, students and other non-teaching staff members that will help the institute to achieve its goal of excellence in higher education.

Institutional code of professional conduct For administration:

1. The administrator should provide the effective academic and administrative leadership to the institution.
2. The principle of decentralization and participative management should be followed in the institutional practices.
3. The administrators should look after the effective implementation of e- governance in the different areas of administration.
4. The administrators should give proper representation considering social inclusiveness.
5. The college administrators shall fulfil their lawful duties and obligations to the government and institution with integrity and loyalty.
6. The administrator should ensure welfare of staff and students.
7. The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.

8. The college administrators should respect the rights of the colleagues and the students while performing his duties.
9. The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
10. The college administrators should perform his duties in non-discriminatory manner.
11. The college administrators should maintain financial transparency and delivery.
12. The college administrators should make the utmost efforts to develop the institution in versatile manner.
13. The college administrators shall take responsible action to maintain educational ambience.
14. The college administrators should keep the interest of institute above the personal.

For teachers:

1. A teacher should teach in such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
2. A teacher is responsible for analysing needs, prescribing and carrying out educational programs with updated knowledge and high quality, and evaluating progress of students.
3. A teacher may not delegate his or her responsibilities to any person who is not a teacher.
4. A teacher should act with honesty and integrity of their work.
5. A teacher should avoid conflicts between professional and private interests, which could affect the professional ethics.
6. A teacher should respect the privacy of others and confidential information confessed by the colleagues and students.
7. A teacher does not engage in activities, which adversely affect the qualities of professional ethics.

8. A teacher should integrate his teaching, learning with his or her research.
9. A teacher should not make use of cell phone while teaching in the classroom.
10. A teacher is expected to encourage eco-friendly and green practices in the campus.
11. A teacher should strictly follow dress code and carry identity cards in the campus.

For students:

1. Students shall abide by the rules and regulations of the college and behave in a way that highlights the discipline of the college.
2. A six-day working schedule from Monday to Saturday is followed. The classes are scheduled stream wise. The students shall attend the classes punctually.
3. Students should complete mandatory 75% attendance required as apart of eligibility.
4. No student shall enter or leave the classroom when the session is on without the permission of teachers.
5. Students are expected to maintain silence in the academic buildings, to maintain the decorum and not resort to any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
6. Students are encouraged to use the library, common computing facilities in their free time and not resort to sitting in staircases or circulation areas where they could interfere with the free movement.

7. Students are expected to keep the campus neat and clean by not throwing trash/waste anywhere in the campus except in the waste bins kept at different places in the college.
8. To consume psychotropic substances, alcohol, smoking or using chewing gum, tobacco, pan masala etc. is strictly prohibited in the campus.
9. Students are strongly advised to refrain from activities such as scribbling or writing on walls, doors or furniture items which could deface the college and destroy the academic ambience.
10. Political activity in any form is strictly forbidden in the college campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College.
11. Students should produce leave note at the time of absence.
12. The students shall give respect to teachers and staff.
13. The students should not be involved in ragging acts. 8. The male students should not get involved in eve teasing and behave disrespectfully with the female students and women in the campus.


14. Students should strictly follow dress code and carry identity cards in the campus.
15. Students should not use cell phone in the classroom.
16. Students should read notices daily displayed on board, sent by mail or social media.
17. Students should participate in co-curricular and extracurricular activities as per their interest.
18. Students should follow the rules of internal as well college examination.
19. Students should follow rules made by library time to time.
20. Students should be eco-friendly by involving in green practices.

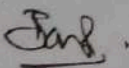
For non-teaching staff


1. The staff is expected to abide by the rules and regulations of the college prescribed for them.
2. The staff will follow a working schedule from Monday to Saturday and report college campus at 10:30. In case of entering the college campus after 10:40 for 3 days, one day casual leave shall be deducted.
3. 12 days casual leave and 3 days optional leave in one session shall be admissible to all the employees. Leave application shall be submitted to the principal 2 days prior. Application for medical leave shall be accompanied by valid medical certificate.
4. All the staff members are expected to come to the college in approved uniform on all the days except Thursday. Any dress code violation will attract a fine of Rs 50.
5. All the staff members are supposed to wear their identity cards, well displayed. Denial of that invites disciplinary action and attract the fine of Rs 50.


6. If any staff member wants to resign from the work, he/she is expected to inform the management one month prior so that arrangements can be made accordingly. Failing in the same would lead to deduction of one month salary.

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Dr. S. Tamot 

Dr. S. Malik 

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Dr. A.L. Narwan 