



Shri Swami Vivekanand Shikshan Sanstha , Kolhapur

(Affiliated To Shivaji University, Kolhapur)

Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra Mahavidyalaya Tasgaon

7.1.9

DOCUMENTS UPLOAD

Sr. No.	Documents
1.	Details of the Monitoring Committee
2.	Professional ethics programmes
3.	Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct
4.	Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University

5.	Web-Link to the Code of Conduct displayed on the institution's website

**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra Mahavidyalaya,
Tasgaon**

**Reports/Minutes of the periodic programmes to appraise adherence to the
Code of Conduct**

The institution has prescribed code of conduct for students, teaching and non-teaching staff.

1. The code of conduct is displayed on website.
2. The awareness of code of conduct to the staff is done by Principal in staff meetings.

The student teachers are informed about the rules and regulations through prospectus, college website and notice board.

3. The college has attendance committee to monitor attendance and discipline among the student teachers.
4. The college addresses professional ethics and values through various talks, and programmes.



[Handwritten Signature]
Principal,
Sansthamata Sushiladevi Salunkhe
Mahila Shikshanshastra Mahavidyalaya,
Tasgaon, Dist. Sangli, Pin. 416 312.



Estd. : June 1984

"ज्ञान, विज्ञान आणि सुसंस्कार यासाठी शिक्षण प्रसार" - शिक्षणमहर्षी डॉ. बापूजी साबुंखे

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's

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Near Ganpati Temple, Joshi Galli, Tasgaon. Dist. Sangli.

AISHE No. C-11222 Pin. Code No. : 416 312 Phone No. : 02346-295205 NCTE Code : 113131

web : www.sssmsmtasgaon.edu.in

Email : san_msmt@rediffmail.com



ReNAAC Grade B (2.44)

• Founder •
Shikshanmaharshi Dr. Bapuji Salunkhe
B.A., B.T., D.Lit.

• President •
Hon. Chandrakant (Dada) Patil
Minister of Higher & Technical Education,
Maharashtra State

• Executive Chairman •
Prin. Abhaykumar Salunkhe
M.A.

• Secretary •
Prin. Mrs. Shubhangi M. Gavade
M.Sc., B.Ed.

• Incharge Principal •
Dr. B. M. Patil
M.A., M.Ed., Ph.D.

Out No. : sssmsmt / / 20 / 20

Date :

CODE OF CONDUCT FOR STUDENTS

1. ATTENDANCE

- The students must be regular in the class and should attend at least 80% of total classes held failing which the Academic Committee will take necessary action.
- Students are expected to attend lectures as outlined in the timetable provided.
- Student attendance will be monitored by the respective teachers and their preferred mode of marking attendance. E.g., verbal roll call, screenshot of participant list etc.
- All student-teachers are to participate in the various co-curricular activities of the Institution.

2. DISCIPLINE

- Students are required to abide by the classroom norms set by the respective teachers.
- Please remember that you are in a formal lecture and ensure that you are seated appropriately with minimal distractions around you.

- c) When students do not respond to the teachers questions multiple times the teacher may mark them absent as they are not actually participating and truly present in the lecture.
- d) Students should address all faculty and staff members as adults with the courtesy expected for education professionals.
- e) Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
- f) Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff.
- g) The students must wear uniform and i-card within the college campus.
- h) Students are required to follow the dress code prescribed by the Institute, every day except Saturday
- i) As per as possible, cleanliness, politeness, honesty, attention to work and respect to teachers and companions are concerned, the college should be looked upon as a place of reverence and discipline.
- j) Students must use an email address that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with faculty and staff.

k) The day starts with assembly with agenda of prayer, thought of the day, news reading, moral story followed by Birthday wishes. Achievers are felicitated and their efforts are appreciated

l) Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

3. EXAMINATION/ASSIGNMENTS/LESSON SUBMISSION

a) Kindly follow the mode, and method of giving examinations, submitting assignments and lessons as instructed by the teacher.

b) Please ensure that you complete and submit the required documents within the deadline stated.

c) Please go through the comments provided on your lessons and seek clarification instructed by the respective teachers.

4. INFORMATION AND COMMUNICATION

a) Outside lecture communication needs to be formal and conducted via the prescribed modes of communication specified by the institution. Eg. Google classrooms, official class/subject WhatsApp groups, google meet, and email.

b) Student-Teachers are required to check the Notice Board (both Offline & Online) for important announcements in regular basis. Rules for the conduct of examinations placed on the Notice Board must be strictly observed.

5. LIBRARY RULES

a) Students should always carry identity cards and borrower cards.

- b) Identity cards and borrower cards are not transferable.
- c) The respected students will be held responsible for the material taken against identity cards and borrower tickets.
- d) Maximum three books and two teaching aids will be given to students at a time.
- e) The demand slip may used for most wanted books for the reservation
- f) External users have to pay Rs.400 /- as a deposit and Rs.100/- as a library fee for the library services with the special permission every year.
- g) All the library material should be returned before the annual examination
- h) No library due certificate should be taken when one needs Exam. receipt, mark memo, transfer certificate library .
- i) Any suggestion, short comings or complaints regarding the library, one should concern with the librarian or the principal for the suggestion box may be used.
- j) Eatable things should not be brought in the library.
- k) The staff, students and external users are to keep their belongings at counter, when they enter the staff room for open access facility.
- l) Any damage or loss to library material should be compensated with one and half price.
- m) Fine of Rs.1/-per day shall be charged for late return of books.

n) Reference books will not be issued.

o) Books and bags are not allowed in the library .they must be left outside the library.

p) Books will be issued to students for seven day at a time.



B.M. Patil
Dr. B.M. Patil

Principal,

Sansthamata Sushiladevi Salunkhe
Mahila Shikshanshasthra Mahavidyalaya
Tasgaon Dist Sangli Pin 416 312



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The Code of Professional Ethics for teachers :

(a) The teachers and their responsibilities:

A teacher shall :

- i. adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- ii. manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- v. maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- viii. participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students :

The teacher shall

- i. respect the right and dignity of the student in expressing his/her opinion.

- ii. deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. encourage students to improve their attainments, develop their 66 personalities and at the same time contribute to community welfare.
- v. inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. pay attention to only the attainment of the student in the assessment of merit.
- viii. make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- ix. aid students to develop an understanding of our national heritage and national goals, and
- x. refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always

- i. treat other members of the profession in the same manner as they themselves wish to be treated,
- ii. speak respectfully of other teachers and render assistance for professional betterment,
- iii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- v. be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. believe in union and unity of the colleagues.

(d) Teachers and authorities :

The teachers shall

- i. discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps

through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

- ii. not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. should adhere to the conditions of contract;
- vi. give and expect due notice before a change of position is made; and
- vii. 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.

(e) Teachers and nonteaching employees :

- i. the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society:

The teachers shall

- i. recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.




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Code of conduct for Librarian

1. Librarian should work as per following Five Laws

- 1) Books are for use.
- 2) Every reader has his/her books.
- 3) Every book has its reader.
- 4) Save the time of the reader.
- 5) Library is growing organization.

2. Librarian.

- 1) Framing the policy of book acquisition, donation ,etc.
- 2) To receive books from booksellers on approval.
- 3) Selection of vendor and decision about cash purchase, advance payment, etc.
- 4) Allotment of books for circulation/reading room/reference, etc.
- 5) Keeping readers especially faculties informed about newly published book.
- 6) Classification and Cataloguing of books.
- 7) Maintenance of authority files for Classification and Cataloguing.



g. J. Patil
I/c. Principal,
Sansthamata Sushiladevi Salunkhe
Mahila Shikshanshastra Mahavidyalaya,
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- 8) Maintenance of books review of books useful to library.
- 9) To provide SDI/CAS services.
- 10) Obtaining recommendation for periodical and obtaining periodical on gratis
- 11) Selection of binder.
- 12) Selection of hardware, software, purchase, and installation.
- 13) To provide reference services for queries received.
- 14) Preparation of annual report.
- 15) To arrange exhibition, extension activities .
- 16) Accessioning the books.

3) Library Assistants.

- 1) Registration of users.
- 2) Preparation of new arrivals list, display.
- 3) Collect recommendations from faculty members.
- 4) Checking of duplication.
- 5) Checking of books for orders, price verification.
- 6) Issuing of identity cards /library cards.
- 7) Preparation of book's card /user's card.
- 8) Issuing of books to students and teacher.
- 9) Processing of books / periodical with stamps, slips, etc
- 10) Shelving of books.



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- 11) Minor repairs of books.
- 12) Cleaning and processing of back volumes.
- 13) Cleaning of stack room, reading room furniture and stock.
- 14) Issue of no dues certificates.
- 15) Issue of books bank scheme.

4) LIBRARY RULES

- 1) Trainees (students) should always have identity cards and borrower cards with them.
- 2) Identity cards and borrower cards are not transferable.
- 3) The respected Trainees (students) will be held responsible for the material taken against identity cards and borrower tickets.
- 4) Maximum three books and two teaching aids will be given to Trainees (students) at a time.
- 5) The demand slip may used for most wanted books for the reservation
- 6) External users have to pay Rs.400 /- as a deposit and Rs.100/- as a library fee for the library services with the special permission every year.
- 7) All the library material should be returned before the annual examination
- 8) No library due certificate should be taken when one needs Exam. receipt, mark memo, transfer certificate library .
- 9) Any suggestion, short comings or complaints regarding the library, one should concern with the librarian or the principal for the suggestion box may be used.




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- 10) Eatable things should not be brought in the library.
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Code of Professional Ethics for Non Teaching Staff

Professional Values:

- Every staff employed in the College shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should display the highest possible standards of professional behaviour that is required in an educational establishment)
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- Staff should not use their position in the College for private advantage or gain.
- Staff should avoid words and deeds that might bring the College into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

Non Teaching Staff Responsibilities towards Faculties and Students

- Staff must at all times observe the College Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies
- As the technical and administrative staffs are expected to work closely with the faculty of the college in day to day activities,
- The staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop friendly and co-operative relationship with the faculty members Provide full co-operation and support to the faculty members for the development of College
- A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

Non Teaching Staff Responsibilities towards colleagues

Non Teaching Staff Should

- Treat their colleagues in the same manner as they themselves wish to be treated;
- Speak respectfully of other colleagues and render assistance for betterment of the College;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Non Teaching Staff Responsibilities towards Authorities

- No Staff employed in a College shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a College shall engage directly or indirectly in any trade or business.
- No staff employed in the College shall send any application for employment under any other agency, except through the Authority under the College.
- Any staff employed in a college when involved in criminal proceedings shall inform the College
- No staff employed in a College shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a college shall engage himself/herself or participate in any activity which tends to create disharmony in a college.



S. B. D. D.
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**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra
Mahavidyalaya, Tasgaon**

Academic Year 2022-24

Discipline Committee

President	Dr. Baburao Malhari Patil
Chairperson	Dr.A.T. Patil
Members	Dr.L.V. Bhandare
	Dr. M.S. Ubhale
	Dr.A.S.Chikhalikar
Students Representative	Kum.Sonali Salgar Kum.Swaliya Pathan

Objectives of Discipline Committee:

- To set the standards of discipline expected from students and teachers of Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra Mahavidyalaya, Tasgaon
- To familiarize the students and the teachers with the set standards and discipline.
- To frame guidelines/ rules to be followed with respect
 - Classroom/Staffroom conduct
 - Attendance and Punctuality
 - Dress code
 - Leave taking
 - General conduct in and out of college premises
- To ensure smooth and effective functioning of the college activities

Activities conducted by Discipline Committee:

- ❖ Dress code for both the years has decided as saree.
- ❖ On Wednesday and Saturday dress code is not applicable.
- ❖ Campus kept neat and clean.
- ❖ Code of conduct for online activities has maintained.
- ❖ Attendance has maintained and if not fulfilled conditions action has taken.

Dr.A.T.Patil



Dr.B.M.Patil

Principal,

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Link to code of conduct 20-21

<https://ssmsmtasgaon.edu.in/pdf/code-of-conduct/coc.pdf>

Link to code of conduct 21-22

<https://ssmsmtasgaon.edu.in/pdf/code-of-conduct/coc2.pdf>