



**MKSSS's
SHRI SIDDHIVINAYAK MAHILA MAHAVIDYALAYA,
KARVENAGAR, PUNE-52**

Code of Conduct



About Shri Siddhivinayak Mahila Mahavidyalaya:

Shri Siddhivinayak Mahila Mahavidyalaya was established in 1990, by Maharshi Karve Stree Shikshan Samstha. It is the first higher education college of the Samstha with the objective of upliftment, emancipation and education of women. Since then, the college is committed to “Empowerment of women through Education” which is the motto of the mother institute as well. Affiliated to Savitribai Phule Pune University, the College celebrated its silver jubilee in the year 2015-16.

Starting its journey with conventional courses in Arts and Commerce, the College expanded with an introduction of Post –graduate studies in Arts and Commerce in 2005 and BBA course in the year 2008-09. Being one of the well-known colleges for quality education, the college expanded its horizons further by introducing Science in 2012 and Computer science in 2014. In tune with globalization, the College has started post-graduation in Communication studies and Mass relations. And the number of the students has expanded from 40 to nearly 3000. The College has successfully completed the Third cycle of National Assessment and Accreditation Council (NAAC), Bangalore in 2017 and moved from B in the first cycle to ‘A’ grade in the third cycle.

Code of Conduct for Students:

General Rules:

- Every student who has been admitted to the college will have to collect her Identity Card from the Library. The student should always carry her identity Card and will have to produce it on demand.
- If there is any change in name and/or address, student should inform the College office immediately.
- It is compulsory to appear for every examination. Minimum 75% attendance in classes is compulsory. The student will not be given examination form, in case the attendance is less than 75 %.
- Students are accountable to the Principal for their behavior both in and outside the College. They should not represent the College in any outside activity without the written permission of the Principal.
- Silence should be maintained in classes, Library Reading Hall and Corridors.
- Students are requested to co-operate in maintaining college equipment, furniture and premises neat and clean.
- Students are requested to behave properly and regularly see notices shown on notice boards. If there are any lapses because of not seeing notices the College will not be responsible.
- Visitors and Correspondences at the College address are not permitted for students except with the prior permission of the Principal.
- Students should not bring gold ornaments, valuable things, and heavy cash in the College or in the classes. College will not be responsible for the theft cases.
- Students should not write on walls, benches and black boards and should keep the College premises clean.
- Students should keep the toilets clean.
- Fans, tube lights and water taps must be turned off while going out.
- If a student is required to leave the college in the middle of the day for an emergency, she should do so with the prior permission of the Coordinator, Head of the Department and the Principal.

- Students who are absent for any examination will not be reexamined.
- A student shall be allowed to discontinue her studies only on receipt of a written request to that effect from her guardian.
- Students are strictly warned against bringing mobiles in the classes. If found, the mobiles shall be confiscated. There shall be no appeal.
- Ragging is strictly prohibited and it will be considered as a criminal offence (Anti Ragging act 1999)
- If a student or group of students go outside the College Campus for Sports Competition or for any academic, non-academic, extra – curricular or co- curricular activities, the College or the Management will not responsible for any accidents and /or mishap and not liable for any type of reimbursement.

Library Rules:

- Every student must take library membership when the admission process is completed.
- An Identity Card will be given to every admitted student on producing a fee receipt.
- Identity Card must be signed by the Librarian and the Principal. Otherwise, it will not be considered authentic.
- Late fee is applicable if a student applies for an Identity Card after 30 days of admission.
- If a student loses her Identity Card, she has to pay a fine as per the Library Committee decision.
- Students should not enter the Library without an Identity card.
- Reference books can be borrowed on an Identity Card for reading in the hall only and cannot be taken out of the Library.
- Text Books, Reference Books, Newspapers, Periodicals, Question Banks, Rapid Reading Books and General Readings books are available in the library.
- All information about question papers, syllabus, text books, university circulars about examinations and syllabus, scheme of marking is available in the library.
- Students can read newspapers, periodicals, question banks, and books within the time limit of the library, but they should handle it carefully and return it to the librarian.
- It should be noted that the book should be returned within the given due date.
- If the Library book is not returned by the due date, a fine will be charged per day.
- The late fee for reference books, question papers and periodicals will be different.
- One book to one student would be given on the Identity Card.
- Student should return the borrowed reading material before the end of the examination.
- Printout from downloading or from pen drive is chargeable.
- Library deposits must be claimed within two years after leaving the college. Otherwise, it will be forfeited.
- Silence should be maintained in the Library.

Code of Conduct for Teachers:

Teachers and their responsibilities:

Teachers should:

- Adhere to the responsible Pattern of conduct.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of Knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication.
- Co- operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as, assisting in applications for admissions, counseling students, assisting in conduct of college and University examinations.
- Participate in extension, co – curricular and extra-curricular activities including community service.

Regarding Teachers behavior with Students:

Teachers should:

- Respect the right and dignity of the student in expressing his / her opinion.
- Deal justly and impartially with Students regardless of their religion, caste, political, economic, social and physical characteristics.
- Encourage students to improve their attainments, develop their personalities and the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards them for any reason.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration and reward.
- Aid students to develop an understanding of our national heritage and national goals.
