



SWAMI VIVEKANADA SCHOOL OF DIPLOMA

Code of Conduct

for

Students, Faculties, Administrators and Staffs

Preamble

This handbook elaborates the code of conduct to be exhibited by students, faculties, administrators and staffs of Swami Vivekananda School of Diploma (S.V.S.D). This code of conduct intends for escalating the ethics and upholding the morality inside the campus. All are requested to adhere to this code and help in creating an energetic and cohesive environment.

For Students

- 1) Students should be respectful, use appropriate language and maintain decorum within the campus at all times.
- 2) Students should always wear their identity cards so as to clearly display their identity within the campus and may be required to surrender the cards on demand by authorities.
- 3) Students should always be punctual to the class and refrain from leaving early unless prior permission has been granted. Students who wish to stay back at the campus after 5:30 p.m. should get prior permission for the same from their HoDs. They should also get a signed form from the Faculty-in-charge of the activity for which they are staying back clearly showing the time from and to which they are present in the college for that activity. This certificate has to be produced when demanded.
- 4) Littering or spitting in the classrooms, hallways, playgrounds or the garden area are unacceptable. Students should cooperate in keeping the campus clean and tidy.
- 5) Students are expected to behave respectfully towards members of the faculty, staff and all other students in all their interactions with them.
- 6) Interactions between boys and girls are expected to be within acceptable norms of institute's culture and tradition.
- 7) No food or beverages are allowed inside classrooms, laboratory, library, reading or tutoring room unless prior permission has been granted.
- 8) Smoking is strictly prohibited within the campus premises.
- 9) Consumption of alcoholic beverages and any form of substance abuse is strictly prohibited inside the campus and will be severely dealt with.
- 10) Possessing any content of obscene nature is unacceptable and will be dealt with severely.
- 11) Students should not bring any other devices like stereos, radios, cameras, musical instruments etc., to the campus unless otherwise a written permission has been obtained from the concerned authorities.
- 12) Students shall take responsibility for all their belongings themselves.
- 13) Students are advised to speak in English, without intimidation in order to acquire proficiency in the language.
- 14) Irrespective of where they go, students shall behave in a manner befitting a student of an educational institution. They shall always remember that the institution would be judged by their conduct.

- 15) The prescribed dress code for students are:
 - Must wear Identity cards.
 - Boys and girls must wear formal pant and shirt tucked in, and not fold the shirts at their hands (Jeans, T-Shirts, Pants and Shirts with more packets, designs, embroidery work etc. must not be used)
 - Students must wear black or brown shoes.
 - In winter season blazer is a must.
- 16) Students who would like to bring motor vehicles on a regular basis to campus shall register their vehicles with the administrative office within the first week of classes during the semester. To register their vehicles, students must have their identity card, the vehicle registration, and their driving license.
- 17) Students should maintain discipline and decorum within the campus. Whistling, whooping or shouting that unreasonably disturbs other students will not be tolerated.
- 18) Threatening or causing physical harm or harassment of another person in any manner is strictly prohibited.
- 19) Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred.
- 20) Students should not furnish any false information to any College official, faculty member, or office.
- 21) Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed.
- 22) Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.
- 23) Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the Institute and/or unreasonably infringes on the rights of other members of the College community is prohibited.
- 24) Malpractices committed in Examinations by the students, shall be viewed seriously and attract various penalties which include fine, loss of examination, expulsion from the college etc. All cases of examination malpractices detected by the faculties / squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment will be binding on the students.
- 25) Students should not involve in any activities which may affect national security of our country.
- 26) Sexual misconduct by any student will be viewed very seriously and they are punishable under law.
- 27) The student shall always observe the health & safety precautions as may be prescribed/ notified/ displayed in the campus.
- 28) On receipt of complaint from any of the student or public, the same will be first examined by a disciplinary committee constituted by the institute and tentative decision will be taken based on the report of the committee. Thereafter, the matter will be placed before the Head of the Institution for appropriate decision. This will be done after giving opportunity to the accused for explaining his position. Commensurate with the gravity of the offence, the punishment includes reprimand, fine, expulsion from the hostel / college, debarment from examination, suspension from the college and handing over the case to the law enforcing authorities of the Government.

- 29) Organizing any meetings or entertainment programmes or collection of money for any purpose within the college or outside the college without the permission of the Head of the Institution is strictly prohibited.
- 30) Criticizing or abusing the girl students in foul language is strictly prohibited in the campus. If such cases are identified, action will be taken.
- 31) Organizing birthday functions within the campus is strictly prohibited.
- 32) Not at any time must a cell phone be used in class or during exams. Chatting via social media platforms and texting is not allowed during formal college hours. No inappropriate photos/videos should be ever taken or stored. Any such act can render a student liable to the following:
 - Confiscation of cell phone/ IPAD/ TABLET
 - Intimation to Parent
 - Warning
 - Possible suspension from the college.

For Faculties / Staffs

- 1) Faculties should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute. They should carry out academic, co- curricular and organizational activities that may be assigned to them from time to time with due diligence.
- 2) Faculties must maintain high standards of punctuality, honesty and professional ethics.
- 3) Faculties should act in a professional and congenial manner towards colleagues / students, irrespective of their relative position, gender or status within the institutional hierarchy.
- 4) All Faculties should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment. Faculties should complete the syllabus in time and address to the academic needs of the students.
- 5) Faculties should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- 6) All Faculties should properly maintain the records of their respective portfolios.
- 7) Faculty members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- 8) Faculty members are also encouraged to take up Research projects and attend Faculty Development Programs (FDPs), Quality Improvement Programs (QIPs) etc., to update their knowledge.
- 9) Faculties should maintain confidentiality in conduct of examination and any other information, unless asked to reveal by the institutional authorities.
- 10) Prior written permission should be obtained for leave / reporting late in the morning or leaving early in the evening without loss to their duties. This is subject to restrictions as regards frequency.
- 11) The faculties need to maintain a formal dress code.
- 12) No Faculty should involve himself/ herself in any act of depravity on his / her part which may cause impairment or bring discredit to the institution.

- 13) All Faculties should constructively contribute toward the development of the institute and university. They shall extend their services for the welfare of the community & society at large.

For Administrators

- 1) Accept and support students / faculties of all backgrounds / castes / races / gender to help them fulfill all their academic goals without any discrimination. Ensure that discrimination of any kind is discouraged.
- 2) Give prominence for blending academic learning with self-development as a central part of the college mission. Ensure that events are organized to meet this objective.
- 3) Encourage research in all academic areas. Promote and encourage these research activities support nearby villages.
- 4) Make every effort to support the development of labs and space for research activities.
- 5) Encourage and support collaborative activities within the institution and with other outside institutions of repute.
- 6) Endorse the concept of interdisciplinary studies in all areas.
- 7) Maintain and develop associations with alumni as a life-long relationship of mutual support.
- 8) Initiate and develop institute-industry collaborations to help faculties and students understand how knowledge is applied.
- 9) Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
- 10) Be open to student issues, needs and complaints and set up mechanisms to address them.
- 11) Be receptive to faculty requirements and grievances and have means to address them.
- 12) Facilitate faculty development programs and ensure all faculty members are given enough opportunity for such development.
- 13) Afford support to students, faculties and staffs for recreational activities.
