



**SNDT COLLEGE OF HOME SCIENCE  
PUNE**

**CODE OF CONDUCT**

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#### **Code of Conduct for Students**

1. All students should have minimum 75% attendance in theory and practical classes to be eligible to appear for final examinations.
2. All students are expected to conduct themselves in a manner worthy of citizens in the College and Community. Such a conduct is based in respect for the dignity and rights of individuals, respect for public and personal property and personal and academic honesty. All students are answerable of their Conduct to the Principal of the College. If it adversely affects the good of the College, appropriate action may be taken within the principles of justice and equality.
3. Insubordination and unbecoming conduct in any form are sufficient reason for the dismissal of student.
4. Students are expected to acquaint themselves with the system of checking their own marks and to see the warning on the notice board about poor attendance and/or poor performance in the test as no individual intimation may be sent. A list of students not permitted to appear for final examinations will be put up on the College notice board before the commencement of the respective examinations.
5. Although illness or other serious circumstances may be considered valid reason for absence from lectures, tutorials, examinations etc. Failure to write the required number of assignments, unjustified absence from tests, tutorials, practical, examinations etc, seriously prejudice a student's academic record. If after a warning, a student persistently continues not to

confirm to the requirements, College can refuse admission to a student for the following term or academic year.

6. Students are expected to wear their identity cards duly signed by the Principal, around their necks for identification at all times in college.
7. Dress code: Students should be appropriately dressed for college. Low waist jeans and high rise T-shirts, revealing clothes, spaghetti tops are not allowed.
8. Cleanliness is encouraged at all times. Use dustbins to throw litter, eating in classrooms and corridors is not allowed. Writing on walls, furniture is prohibited.
9. Use of mobile phones in the college premises is not permitted.
10. Students are expected to take care of college infra-structure.
11. Students applying for certificates, testimonials, etc and those requiring the Principal's signature on any kind of document or application should contact the Administrative Office.
12. Ragging, of whatever kind, is strictly forbidden and will result in a dismissal of the concerned student, even if the act is committed outside the college campus.

## **Guidelines for Parents**

1. Parents / Guardians are requested to collaborate with the teachers to ensure the progress of their ward. They should attend PTA meetings and Open Day.
2. They should ensure that their ward complies with the rules and policies of the college and university.
3. They should not justify any wrong behavior/ poor academic performance/ low attendance of their ward.
4. They should meet the Principal and teachers with prior appointment.
5. Dignity of University, College, Principal, Teachers and Non-Teaching Staff should be maintained in all interactions.
6. Trespassing and uncivil behavior is liable to appropriate action within the principles of justice and equality.

## **Code of conduct for teachers**

This code of conduct promotes professional behavior for the teaching members of the college. Central to the code are respect for the individuality of the students and recognition of the collaborative nature of the profession of learning and teaching. The code acknowledges, upholds and promote basic human rights.

### **Teachers are required:**

1. To conduct themselves at all times with integrity in the discharge of their duties.
2. To be aware and respect the educational goals, policies and standards of the institution in which they teach in the interest of student development and the profession which they represent.
3. To maintain high standards of personal behavior at all times.
4. To keep abreast of educational trends and developments.
5. To respect authority.
6. To respect the dignity, beliefs and rights of students and the right to privacy and confidentiality.
7. To acknowledge the individuality and needs of each student and guide and encourage them to reach their full potential.
8. To use respectable language and behavior and act in a way that will earn respect from the student.
9. To ensure the safety of the students.
10. To take adequate steps to ensure that the assessment of a student's performance is valid, open, fair, and congruent with the course educational experience objectives.
11. Keep parents informed of a learner's progress and problems, if any.
12. To respect the status, responsibilities and authority of colleagues.
13. To acknowledge that their duties require co-operation with and support of colleagues.
14. To maintain the integrity of the profession in public and in the media.
15. To ensure positive collaboration with those in educational and other institutions, examination boards and other specialist bodies.