



Swami Swatantranand Memorial College, Dinanagar

Accredited with 'A' Grade by NAAC| Affiliated to GNDU, Amritsar

CODE OF CONDUCT




OUR VISION & MISSION

Our Vision

The Vision of the college is to impart traditional as well as modern education for all round development of the students. We always endeavor to provide quality education for the betterment & social upliftment of this economically weak, rural, backward & border belt area.



Our Mission

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- To develop a fusion of traditional & modern education for all round development of the students.
 - To provide the study of Sanskrit & Vedic literature.
 - To develop rigorous critical thinking & sensitivity by providing quality education.
 - To ensure physical, mental & moral growth of the students for healthy competition in the corporate globalized world.
 - To promote women education in this rural, backward & border belt area.
 - To provide conducive environment for Teaching & Learning.
 - To preserve the best of our past & mingle it with the best of our present & to carve for the best in our future.

OUR CORE VALUES

We at SSM work with **integrity** as an integrated unit where each and every one respect and honor the **dignity** of each and every other person who acts with **responsibility and devotion** in fostering **creativity & innovation** in all the endeavors to take our institution to the level of **par-excellence** with an innate objective for the **betterment of community, nation and the world.**



Our
Core Values

OUR OBJECTIVES



Our
Objectives

- To attain academic excellence.
- To develop scientific bent of mind.
- To instill civil, social and moral responsibility.
- To develop a secular outlook.
- To inculcate discipline as a value system.
- To motivate young students to remain ethical, goal oriented and self-reflective.

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CODE OF CONDUCT FOR STUDENTS

The Students are the real wealth of any institution. Therefore they are required to be goal-oriented, mature and having professional ethics. We require our students to follow the following Code of Conduct:

- During college hours, every student must have his or her Identity Card.
- Students should refrain from engaging in any illegal or anti-social behavior inside or outside of campus
- Students are not permitted to bring outsiders in the college campus.
- Misusing, stealing, defacing, damaging, or destroying the college assets will be severely dealt with.
- Students should go through the notice boards for latest information. They should also check their email accounts daily to learn about any significant directives or orders made by the principal.
- Students should avoid waste drinking water. After using, turn off the taps
- Students are not allowed to use the cell phones or mobile phones within the classes.
- Students must treat all members of the college community with respect, honor, and courteousness.
- Students should not wander in the corridors/ outside the class rooms during the classes.
- Consumption of intoxicants like alcoholic drink or drug, smoking, gutka, tobacco, pan masala and gums are banned in all places over the college and outside the college entrances.
- Organizing meetings and processions in the campus and immediately outside the entrances of the college without the written permission of Principal is strictly prohibited.
- Students are forbidden from speaking to media representatives on behalf

of the college or inviting them to the campus without the principal's prior written consent.

- Assaulting intimidating, bullying, or threatening any member of the college community will be treated as an offence.
- Students are expected to practice environmental and ecological responsibility. Keep the college campus's plants intact.
- During college hours, students are allowed to park their registered vehicles in the "Parking Zone" set aside for them. Two-wheeler riders are required to wear a helmet or other protective headgear.

The Principal may impose severe disciplinary measures against any student who violates the Code of Conduct or fails to adhere to any of its provisions. The principal has the final say on whether to suspend or expel a student for failing to follow any of the notices posted on notice boards or occasionally sent through emails. Students who disregard the college's norms and regulations will face severe punishment /fines.

ADMINISTRATIVE/ SUPPORT STAFF

Administrative/Support Staff would:

- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Encourage the staff to maximize their efficiency.
- Create conditions that inspire team work.
- Act timely to readdress the genuine grievances.
- Maintain the confidentiality of the records and other sensitive matters.
- Care for the institute's property.
- Facilitating congenial environment.
- Refrain from any form of discrimination.
- Not accept bribes or indulge in any corrupt practices.
- Make every effort to complete the assigned work in a time-bound manner.

CODE OF CONDUCT FOR TEACHERS

Being a member of SSM family, every teacher should follow the guidelines defined by the college. They must also adhere to the rules set out by the UGC for college instructors. A teacher is frequently the subject of criticism both from his students and society at large. As a result, every instructor needs to ensure that his principles and methods are compatible. Care, trust, honesty, and respect are the fundamental ethical principles that reinforce it. The following is a comprehensive code for every teacher:

Teachers' Responsibility Towards Students:

- Be interested and dedicated to the needs of the pupil, as education is the main goal of the teaching profession. This mentality ought to be focused on the individual requirements of every learner. Teachers should be diligent and committed, and if necessary, they should assist the students outside of scheduled class times without any type of fee.
- Even if a student's opinion differs from his own, the teacher must not stop him from expressing it. Instead, the pupil needs to be inspired. A teacher should, among other things, welcome constructive criticism.
- The teacher must try to make efforts to create a learning environment. Regardless of caste, creed, religion, gender, or socioeconomic position, all pupil should receive equal treatment.
- The teacher's job is to encourage pupil to become more interested in their studies and to create an inquiry-based mind-set.
- The teacher's job is to instill in the students a scientific and democratic worldview that will help them to become civic-minded, patriotic, and open-minded members of society.

Teachers' Responsibility Towards Their Profession

- Certainly, there is no limit to learning. A teacher must constantly stay current in their profession. Additionally, he or she needs to familiarize themselves with current approaches and other applications.
- He/she should involve herself/himself in seminars and workshops where there is interchange of intellectual themes. Therefore, continuing professional development is essential.
- His or her professional responsibilities should include creating innovative teaching methods, curricula, and plans for an improved educational system.

The teacher will be responsible for carrying out the instructional duties of the institution, such as managing college admissions and providing seminars. He or she should also take part in the college's extracurricular activities, such as sports and cultural programmes. This will result in the students' overall development and a friendly relationship with the teacher.

CODE OF CONDUCT FOR PRINCIPAL

Principal should:

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Act as steward of the College's assets in managing their sources responsibility, optimally, effectively, and efficiently for providing a conducive working and learning environment.
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct demanded or expected of him by the community.
- Manage his private affairs in a manner consistent with the dignity of the profession.
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender, or sex in their professional Endeavour.

GOVERNING BODY

Governing Body:

The function of the governing body is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes, and operates in an efficient, effective, and ethical manner. The members would

- Work in the best interest of the HEI.
- Work co-operatively with fellow members in carrying out their responsibilities.
- Act honestly and in good faith always in achieving institute's intended outcomes.
- Maintain the confidentiality of information for inculcation of Human Values and Professional Ethics in HEIs.



Principal
SWAMI SWATANTRANAND MEMORIAL COLLEGE
Dinanagar (Gurdaspur)