



Maharshi Karve Stree Shikshan Samstha's
School Of Fashion Technology

**(AFFILIATED TO S.N.D.T. WOMEN'S
UNIVERSITY, MUMBAI)**

CODE OF CONDUCT

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CHAPTER-I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student strictly follows the disciplinary rules and regulations of the Institute.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, to make the college campus free from plastic as the college is going towards sustainability.
- Students must park their vehicles in parking area only.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

1.2 I-CARD

- Every student must carry with her college I-card every day while attending lectures and appearing for various examinations.
- The student should carry identity card with her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

1.3 HUMAN VALUES

- Be honest in all activities with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- As there will be no uniform for college, the students are expected to wear proper and descent clothes on college campus.

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or

theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.6 RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN

Ragging as per the Directions of Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process. Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

1.7 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- The student should complete all the Practicals and Term – work such as Journals, Assignments and Projects.

1.8 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.

- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of S.N.D.T.Women's University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.

1.9 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

1.10 CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

CHAPTER-II

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- All staff of the Institute is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of Principal.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs a of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

2.2 LEAVES

Staff shall get casual leaves, medical leaves; earned leaves and vacations as per rule of Maharshi Karve Stree Shikshan Samstha.

CHAPTER III

CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Principal and Head of the Department.

3.2 LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3.3 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and discuss with Principal and Head of Department.
- The staff should interact with the Head of the departments and inform her about the habitual absentees, slow learner student, objectionable behavior etc.

3.3.1 CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.

The staff should encourage students asking doubts / questions.

- The staff should take care of slow learner students and pay special attention to them.
- The staff should motivate the students and bring out the creativity in the students and should make herself available for doubt clearance.
 - Every teaching staff demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - assisting in developing and mentoring less experienced staff members
 - accepting responsibility for their own professional learning and development

3.3.2 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models and innovative methods of teaching for better and improved interaction with students.

3.3.3 TEST/ASSIGNMENTS/MID-TERM/MOCK

- Internal Test to be provided to the students a week prior to the actual class.
- Assignment submission and mock practical examination must be conducted as per the academic calendar.

3.3.4 APPRAISAL REPORT

- All the staff members are required to submit their Self-Appraisal Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.

- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra- curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

CHAPTER IV

CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

4.3 STUDENT SECTION

- Ensure the eligibility of the students and prepare related documents to submit them to S.N.D.T. Women's University within prescribed time limit.
- Ensure the student document verification by S.N.D.T. Women's University within time limit
- Ensure timely submission of examination forms to S.N.D.T. Women's University
- Ensure caste certificate/caste validity from concern divisional office

- Provide all necessary student data to prepare various committee reports

4.4 LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

4.5 LAB ATTENDANT

Lab attendant should help the lab assistant to carry out the lab related responsibilities.

4.6 CLERK

Clerk should maintain service book of all staff of the Institute.

Clerk should maintain college level all document files.

4.7 PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Principal and Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.