



**STUDENTS'
CODE
OF
CONDUCT**

1.OBJECTIVE

The reputation or brand value of any educational institution depends on its students and faculty. All other attributes of the institution such as infrastructure are only enablers for the brand. Students play a major role in building this brand not only while they are students in the institution but also as brand ambassadors when they leave the institution to take up responsible positions in the industry. The following code of conduct is drawn up so that students can contribute significantly to building the institution's brand. The students of SSN institutions should display exemplary conduct and character, not only within the campus but also outside, in the society and world at large.

2.SCOPE

This code of conduct defines what form of behaviour is acceptable and what is not. The code is applicable to all students of SSN Institutions, within the campus. The term 'campus' will include any area associated with the institution including buses (even when plying outside the campus), the Trust office, any other offices of the institutions and other venues & locations where the students are present on behalf of the institution or where the name of the institution is involved.

3.ACADEMIC

1. Students should wear their identity card at all the times when in the academic areas – classes, laboratories, workshops and libraries.
2. Students should be punctual and regular to their classes and should conduct themselves with dignity and decorum, befitting the professional status.
3. Students are expected to have 100% attendance in classes.
4. It is compulsory to appear for all the internal tests, complete and submit all assignments within the stipulated time, and actively participate in classroom discussions in a constructive and productive manner.
5. The decision of the faculty / HOD will be final in case of any differences of opinion in the assessment result.
6. All lab records and reports must be submitted within the due dates and the signatures of the faculty obtained.
7. Any act of disrespect or discourtesy towards the teaching and non-teaching staff will be considered as an act of indiscipline.
8. Malpractice in the examination or any other act forbidden as per University norms shall be considered a very serious offence. Any student indulging in such acts will be given a 'zero' in that test.
9. Usage of cell-phones inside the classrooms and laboratories is prohibited. Possession of cell phone in person is not permitted during tests / examinations.
10. Classrooms and other academic areas are not meant for celebrations of any kind without prior permission from the authorities.
11. Students should follow the dress code that is laid down by the institution. For instance, in the laboratories and workshop, the students must wear a lab coat, wherever applicable. T-shirts

and semi-formal jeans are permitted, apart from regular shirts and trousers. T-shirts with objectionable graffiti printed, track pants, torn jeans, crop tops, sleeveless shirts, mini skirts etc are not permitted. Provocative clothing in any form is prohibited.

4.GENERAL

1. Students are not permitted to leave the campus during working hours except with the written permission of the Principal or Director. The written permission must be produced at the gate while leaving the campus.
2. The students should not disturb the peace, serenity and academic life of the campus.
3. All fees and dues should be paid on or before the due dates as announced by the institution. Delay in payment will result in a fine that would be intimated from time to time. Prolonged delay will result in the students getting barred from attending the classes.
4. The college premises and building should be kept clean and litter free. Writing of any nature and sticking of posters and notices on the building or walls are not permitted.
5. Ragging is strictly prohibited both within as well as outside the college campus. It is a criminal offence as per law, and will attract serious disciplinary action.
6. Eve-teasing in any form is strictly forbidden.
7. Collection of money from others against their wishes either by coercion, or in any form is an offence.
8. Possession, storage or use of any weapons or any other hazardous or illegal substance is not permissible within the campus.
9. Strikes, picketing and gheraos are banned in the campus.
10. Students should not indulge in smoking, drinking or immoral activities within the campus including hostels, failing which they will be suspended/dismissed from the college.
11. Violence, assault, harassment, intimidation, threats, coercion or activities that threaten or endanger the health and safety of any person is not permitted.
12. Any political activity in the campus is not allowed.
13. Usage of alcohol and tobacco in any form is prohibited and banned.
14. Any student found guilty of damaging the property, equipment, furniture, electric fittings, vehicles etc. of the college, either willfully or accidentally shall be punished and the cost of the damages will be recovered from the student.
15. The formation of any committee by students in the college is not permitted without a prior written permission of the Principal or Director.
16. All notices are required to be displayed with an authorized signature.
17. Students can make use of the suggestion box for any kind of problem on the college premises. They shall bring up serious issue, if any, to the Grievances Redressal Committee.
18. Students shall not bring persons from outside the campus into the campus for resolving any disputes and differences between themselves or with others in the campus.
19. All events including symposia, competitions and cultural activities can be held only with the permission of the HOD or Principal or Director. Soliciting sponsors with or without monetary

support is not permitted without the written permission from the above. In any case, all such monetary contributions must be received in the form of DDs or Cheques and will be monitored by a faculty member specifically nominated for this purpose-

20. The institution's guidelines must be strictly adhered to when conducting the above events.
21. Students with a history of indiscipline and those with standing arrears in academics are barred from holding positions of responsibility. Positions of responsibility include membership or offices in committee constituted for specific events or functions or those of an ongoing nature such as hostel committee, mess committee, departmental associations, cultural events, etc.
22. Students must maintain decorum and discipline during all events held internally or outside the campus. Unruly behaviour, heckling, shouting and throwing articles, arrows etc. are not signs of decorum and hence prohibited. Students found indulging in such acts are liable to be punished.
23. Students are not permitted to use four wheeler or motorized two wheelers in the campus. The institution will not be responsible for the loss and damages to students' vehicles that are parked at the gate.
24. Any student found outside the hostels or leaving the campus or entering the institution between 10.30 p.m. and 4.30 a.m. may be subjected to discretionary checks by the security staff of the institution.

5.COLLEGE BUSES

1. Frivolous celebrations, such as "Bus Day", are not permitted. Buses plying for the college (including those under contract) are to be treated as extended campus and the code of conduct would be applicable within the buses.
2. Buses are primarily meant for day-scholars and students from the hostel cannot use it as a "matter of right".
3. It is expected that students make seats available to faculty members when travelling in college buses. This is both a mark of courtesy and respect to them.
4. Students should wear their identity card when travelling in the colleges buses.
5. Students found deviating from the code are liable to be evicted from buses.
6. Students are expected to abide by the rules and not form their own to suit their convenience. (To illustrate this point, if blaring music is banned inside the buses, the students should not insist on playing loud music. They are however welcome to use their personal music players with earphones so that the rest of the passengers in the bus are not disturbed.)

6.HOSTELS

1. Students should abide by the hostel rules.
2. Misbehaviour in any form with the staff, or the employees of the hostel or the mess-contractor is strictly prohibited.

3. Hostel students should record their attendance and sign in the register in the hostel every day between 8.30 p.m. and 9.30 p.m. Irregular Students are liable to be dismissed from the hostel.
4. Students leaving the hostel for overnight stay outside or for a longer duration must give prior written information to the warden and get his/her permission.
5. In case of prolonged unauthorized absence of an inmate, the Chief Warden reserves the right to break open the lock of any room. In such cases, the personal belongings of the student will be kept under the custody of the Security Officer for a period to be decided by the warden of the respective hostel. The institution cannot be held responsible for the loss of such articles.
6. On completion of the academic year, students shall vacate the rooms allotted to them within 24 hours of the completion of the last examination. Students can extend their stay in the hostel only with the written permission of the Principal / Chief Warden.
7. However, hostel inmates may be required to vacate their rooms during vacation if the Institution requires the rooms for maintenance or for accommodating participants in other programs organized by the institution. Alternate storage facilities for luggage will be provided in the respective hostels in such situations.
8. Common facilities are meant for all students. Newspapers and magazines in the common room cannot be taken to the individual rooms.
9. Students are individually responsible for damages or breakages in their rooms and collectively responsible for damages and breakages in the common areas. The cost of these damages and breakages will be recovered from the students.
10. Willful damage of property will attract separate punishment apart from the recovery of the costs.
11. Inmates are responsible for the safety of their belongings and the institution takes no responsibility in this regard. They are advised to lock their rooms without fail while leaving the room even for a short duration and keep the door bolted while sleeping.
12. Students are advised not to keep valuable articles/cash in the room.
13. Inmates should observe strict economy in the use of electricity and water. They are required to switch off the lights and fans when they leave their rooms, common room and dining hall.
14. Students shall respect the property of other residents in the hostel and shall not indulge in any behaviour coercing the others into parting with their belongings or sharing the same with others.
15. Students in shared rooms shall not cause inconvenience or disturbance to their co-occupants.
16. Students are not permitted to remain in the hostel during working hours. However, when hostellers are sick, they should obtain prior permission from the warden.
17. Overnight stay of Day-scholars in the hostel requires the written permission from the Chief Warden and on payment of applicable charges. Students staying without this written permission will be fined.
18. Entry into hostel premises by friends, relatives and parents of inmates will require their registering their names and addresses in the visitors register.
19. Friends, relatives and parents of students are not permitted to stay in the rooms of students.

20. Separate rooms are available for the parents and relatives of the students desirous of staying in the hostel. These will be made available subject to availability on payment of applicable charges.
21. The authorities of the institution reserve the right to make surprise checks in the hostel and rooms at any time of the day or night.

7.MESS

1. All hostel students must compulsorily join the mess. Exceptions must have the written permission of the Chief Warden.
2. Mess will function at stipulated timings that will be displayed in the respective mess. Students are advised not to crowd the mess towards the closing time.
3. As a responsible citizen, it is expected that food should not be wasted.
4. Mess charges should be paid by the 10th of the subsequent month.
5. Plates, tumblers, glasses, cups etc. should not be taken outside the mess hall.
6. Students who are not members of the mess will be provided food solely at the discretion of the mess contract or with the written permission of the warden.
7. Purchase of Mess Card regularly by every student is mandatory. If any student fails to do so without prior permission from the warden concerned, penalty will be imposed, as decided by the Messcom from time to time. Mess cards are not transferable under any circumstances.
8. Students must produce their identity card as and when required by mess contractor.

8.IT INFRASTRUCTURE

1. The institution provides 24-hour internet connectivity with adequate band-width to facilitate learning by students. Hence this facility is to be used only for academic and related purposes.
2. Internet facility should not be used for chatting or downloading non-academic materials such as movies, music, etc. While the former is an unnecessary distraction, the latter eats up band-width and denies the same to users with genuine needs.
3. Students found to be involved in any of the following activities will be referred to the disciplinary committee.
 - By-passing the institute Proxy by connecting to public proxies outside
 - Visiting pornographic sites and sites with inappropriate content
 - IP Spoofing, eMail spoofing, hacking computers inside or outside the campus
4. The firewalls that are installed automatically deny access to certain sites likely to contain objectionable materials. They also prevent downloads of files beyond a certain size. Since they work on heuristics, it is quite possible that some genuine sites are also blocked. In such cases, students are advised to contact the network administrator at the email address helpdesk@ssn.edu.in. Similarly, if large files are to be downloaded for academic purpose, the network administrator can be contacted.

9.PUNISHMENT AND PENALTY

Depending on the seriousness of the violation of the code of conduct and / or the repetitive violation of the same by a student, any of the following forms of punishment will be meted out.

- Written or verbal warning or entry in Mentor record
- Expulsion from the class, laboratory or examination hall
- Formal reprimand to the student with a copy to the parent
- Adherence to a behaviour bond
- Liability to a fine
- Suspension from the institution for a period of time
- Dismissal from the institution

10.THE GRIEVANCE REDRESSAL COMMITTEE

1. To facilitate the redressal of the grievance of a student or group of students, a Grievance Redressal Committee is instituted.
2. The members of this committee are
 - Principal
 - Controller of Examinations
 - Director – SoM
 - Advisor - Students' Affairs
 - Students' Counsellor
 - Nominated Professor
3. The committee meets as and when a situation warranting the conduct of meeting arises.
4. Grievances can be brought to the committee by the student in one of the following ways:
 - a. Handing over their grievance in writing in a sealed envelope to the Student Counsellor.
 - b. Sending an e-mail to grievancecell@ssn.edu.in .
5. Common Academic issues should be represented through class representative and HoD.
6. Personal issues can be mailed by individuals.
7. Anonymous grievances will not be considered.
8. The committee will meet the aggrieved student(s) in person. In case, this pertains to an entire class of students, the class representative can meet the committee on behalf of the entire class.
9. The committee shall look into the grievances and take corrective action, wherever necessary and the students concerned will be informed about the action taken.
10. The committee will maintain confidentiality regarding the particulars of student(s) who have brought the issue to the notice of the committee.

Policy On Code of Conduct for Teaching & Non-Teaching Staff

OBJECTIVE:

SSN has formulated Code of Conduct to improve the well-being of the students, Academicians and Non- Academicians through an effective teaching learning environment. The pivotal role is to achieve academic integrity and professional behavior in the campus. The purpose of this note is to familiarize the rules and regulations of the Institution to all the academicians, non-academicians, cells, committees, departments and to progress towards common goal in line with the mission and vision of the Institution.

SCOPE:

This code of conduct defines what form of behavior is acceptable and what is not. The code is applicable to all Staffs of SSN Institutions, within the campus. The term 'campus' will include any area associated with the institution including buses (even when plying outside the campus), the Trust office, any other offices of the institutions and other venues & locations where the students are present on behalf of the institution or where the name of the institution is involved.

BOARD OF MANAGEMENT(BoM):

- i. The Chairman of BoM shall fix the salary, allowances, PF contribution etc of the employees, in addition to the contribution made by the Management, at the rate fixed under the Employees Provident Fund Act.
- ii. The workload of all the staff shall be fixed by the Principal of the College or Director of the School/ the President.
- iii. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken, such employee as may be required will be commissioned by the Institution to participate in such projects subject to certain conditions, and such participation will be compensated by the additional

remuneration or honorarium prescribed by the SSN policy

DEVOTION TO DUTY:

- i. Every employee shall agree to abide by all the rules herein stated and such conditions as may be stipulated from time to time.
- ii. Every employee shall serve the SSN honestly and faithfully and carry out the orders and instructions of the President, Principal, Vice Principal, HOD of the College or Director of the School or other superiors under whom he / she shall, from time to time, be placed as member of the staff. He / she shall discharge all duties pertaining to the office and do all things which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
- iii. The attendance should be signed every day 15 minutes before office hours unless they are on duty outside the campus, or on leave. The President has the right to fix the office hours.
- iv. Staff should be available in the Institution premises during the entire period of office hours, during all working days except on permission / on OD granted by competent authority.
- v. The employee should associate himself / herself actively with such work / extra-curricular activities which is assigned to him / her from time to time by the President.
- vi. The employee should do any additional work / duties whenever there is a need and directed to do so by the Principal of the College or Director of the School or any authority to whom he / she reports.
- vii. For the development and progress of the Institution / department, all employees should work as team, and they should also maintain a cordial relationship with

other employees and students.

- viii. Any employee shall not pick up any quarrel with any other employees inside the campus. In all places within the campus, decorum should be maintained and even to express difference of opinions, diplomatic words should be used.

SUSPENSION FOR MISCONDUCT:

- i. In cases where an employee commits gross negligence of duty or grave misconduct in discharge of his / her duties the President shall have the right to place such an employee under suspension and to award, on proof of charges, the major punishments as removal from service.
- ii. In cases falling under sub rule (i) above the President has got discretion to award lesser punishment such as censure, fine, withholding of increment with or without cumulative effect, reduction in rank etc. after obtaining his / her explanation, if any.
- iii. The President shall have the power to terminate without notice the services of an employee of the Institution for any of the following reasons: -
- iv. Serious misconduct and willful neglect of duty. Gross insubordination. Physical or mental unfitness. Participation in any criminal offence involving moral turpitude.
- v. Outraging the modesty of lady staff or lady students or perpetrating harassment whatsoever to words them.
- vi. Theft or misuse of property.
- vii. Illegally helping students in examinations.
- viii. Continuous absence from duty for a period of 7 days without any prior intimation.
- ix. If a member is found drunk or under the influence of liquor while attending office.

- x. If he / she lends or borrows money to or from any other member of the service irrespective of whether he is likely to have official dealings or not.
- xi. If he resorts to sending any anonymous petitions to higher authorities.
- xii. If he smokes on campus which is a non-smoking area.
- xiii. Obtaining or attempting to obtain illegal gratification.
- xiv. Misuse of official position for gain.
- xv. Disclosure of confidential or secret information.
- xvi. Irregularity or negligence in the discharge of duties with a dishonest motive.
- xvii. False claim of T.A., Medical bills etc.
- xviii. It is solely the discretion of the President to determine whether an employee has committed any of the acts of misconduct mentioned above. or not.
- xix. The President's decision in this regard is final.

CHANNELISATION OF COMMUNICATIONS:

A member of the service applying for promotion, pay revision other service benefits etc., whatsoever shall submit his application through the authority under whom he is immediately subordinate, i.e., Principal of the College or Director of the School as the case may be.

PRIVATE TRADE AND EMPLOYMENT:

Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, on his / her own account or otherwise, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / consulting work in his / her name or in the name of his / her spouse or in the name of the members of the family, private tuition or the like of the remunerative kind or of an honorary nature without the specific written permission of the President.

- Every member shall agree to abide by all the rules and regulations herein stated and also such rules and regulations as may be stipulated from time to time.
- Every member of the staff shall perform his / her duties honestly, efficiently and diligently under the orders and instructions of the President, Principal or Director or other superiors under whom he shall, from time to time, be placed as a member of the staff. He / she shall discharge all duties pertaining to the office and do all things which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
- The workload of all the staff shall be fixed by the Principal / Director / President.
- The staff should associate himself / herself actively with such work / extra-curricular activities which are assigned to him / her from time to time by the President.
- No member of the staff shall apply, during the period of his / her service in this institution, for an appointment, outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal. Any breach of this rule will be viewed very seriously, and suitable disciplinary action will be taken. The President may permit such applications not more than two in an academic year but reserves the right to refuse the forwarding of such applications, in case there is any bond for a minimum period of service.

It is solely the discretion of the President to determine whether an employee committed any of the acts of misconduct mentioned above or not. The President's decision in this regard is final.

For the development and progress of the College / School / Department, all members of the staff should work as a team, and they should also maintain a cordial relationship with teaching staff and students.

The staff shall not pick up any quarrel with any other staff inside the campus. In all places within the campus, decorum should be maintained and even to express differences of opinions, diplomatic words should be used.

Please Note: The Management reserves the right to alter, append or withdraw this policy either in part or in full based on the Management's discretion at any point in time.



