



SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES
(Established Under Govt. Of M.P. And Registered Under UGC 2(F) 1956)

Bhopal-Indore Road, Opposite Pachama Oilfed Plant, Pachama, Sehore (M.P.) PIN-466001
Phone: 07562-223647, Fax: 07562-223644, website: www.sssutms.co.in, Email: info@sssutms.co.in

CODE OF CONDUCT FOR STUDENTS

Sri Satya Sai University Of Technology And Medical Sciences students must abide by the rules and regulations . The university authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and regulations of the university and discharge their responsibilities as a student with diligence, fidelity and honour. Students are required to follow these rules and also have to submit bond of good conduct.

General Rules and Regulations for Students

Students shall behave with dignity and courtesy inside and outside the college.

1. Students shall observe strict modesty in dress. Boys and girls must wear institute dress.
2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. I-Cards are to be worn round the neck and this drill is compulsory. Any violation of these orders will lead to disciplinary action.
3. Possession of mobile phones during the college hours in the campus is strictly prohibited.
4. Girl students are not allowed to leave the institute premises during the institute timings. If a girl student wants to leave the institute for some valid reasons before the closing of institute timing, she have an parent's signed authority letter or in case of emergency, institute's authority talks to her parents and if parents allow then institute issue Gate Pass for going outside the university Campus.
5. Students shall not entertain visitors without prior permission in the campus.

Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.

6. Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, ghutkas, chewing gums and smoking cigarettes. Any violation of these orders will lead to disciplinary action.
7. Do not possess firecrackers of any kind in the hostel and college campus.
8. Do not smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the hostel or college campus.
9. Do not scribble on the desks or the black board or on the walls of the college and hostel.
10. Students are forbidden from entering the institute office during unspecified hours.
11. Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
12. Respect the institute property. Destroying or damaging the institute property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of the HOD/ Director or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the HOD/ Director. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the HOD/ Director.



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15. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the Management and the Director is an offense. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc, is strictly prohibited.

16. Students shall not indulge in any kind of misdemeanour bringing opprobrium to the institution.

Inform the college of any changes in personal details or address.

17. All vehicles should be parked in the allotted place. No vehicle will be allowed to enter the institute premises during the institute timings. Students coming by two wheelers have to compulsorily wear Helmet. Two wheelers will not be parked without Helmet. Vehicles found parked in unauthorized places shall be impounded.

18. Students who want to avail bus facility in between the session will have to pay full bus fee for the session.

19. Students who are not availing the bus facility but caught traveling in bus will be charged with full bus fee as fine.

20. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.



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Code of conduct for Teachers

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an ever lasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model.

Following the below mentioned code of conduct is imperative for each faculty:

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt by the students. Needless to say that although dedication is unmeasurable and intangible but its impact can be felt.
4. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.
6. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
7. Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: "give respect to command respect".



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8. Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.

9. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.

10. Although everybody has a right to look for his / her own career development. However faculty member should refrain during college hours from any such activity like preparing for competitive Examinations to seek employment outside And / or applying outside in other organizations for seeking employment. All such activities are

Private matters of individual faculty member and the same should not be performed during institute hours or Within the academic area of the institute (hostel is outside the purview of this rule). It is expected that Faculty members shall not keep any material with them or in their departmental cabin other than Subject text books, class notes and the related material like the answer sheet submitted by the students Etc. anybody found indulging in such activities will call for a disciplinary action against him / her.

11. Except during the lunch hours, a faculty member must be present within the department and / Or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.

12. Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.

13. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the institute.



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Code of conduct for Principal

The conduct of Institute administrators should be characterized by integrity.

Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

The Director / Principal should:

- Comply with applicable governmental laws, rules, and regulations;
- Act with competence and strive to advance competence, both in self and in others;
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
- Understand the Institute's objectives and policies and contribute constructively to their on-going evaluation and reformulation;
- Maintain the confidentiality of privileged information that infringes upon another's right to Privacy and not disclose information to secure personal or financial gain.
- Refuse to accept any gift, favour, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties;
And
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.



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Code of conduct for Administrative staff / Support staff

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.