

अपेक्षाएँ

स्वामी सहजानन्द स्नातकोत्तर महाविद्यालय के विद्यार्थियों से निम्न अपेक्षाएँ की जाती हैं -

- महाविद्यालय के उद्देश्य एवं कार्यक्रमों की पूर्ति में सहयोग।
 - सदाचार एवं अनुशासन।
 - गम्भीर एवं उच्च अध्ययनशीलता।
 - महाविद्यालय भवन एवं परिसर की स्वच्छता सुनिश्चित करना।
 - शांति एवं शांत वातावरण, प्राकृतिक सुषमा, उत्तम अनुशासन और उत्कृष्ट अध्यापन संस्था की पहचान है। इसको बनाए रखना इस संस्था के प्रत्येक सदस्य का कर्तव्य है।
- छात्र/छात्राओं को आवश्यक सूचना सरलता से उपलब्ध कराने हेतु महाविद्यालय के वेबसाइट पर अद्यतन सूचना उपलब्ध रहेगी अतः विद्यार्थी नियमित रूप से वेबसाइट पर सूचना पट्ट का अवलोकन करते रहे। इसके अतिरिक्त सूचनाएं महाविद्यालय में स्थापित सूचना पट्ट पर भी रहेंगी।

अनुशासन सम्बन्धी निर्देश -

निम्नांकित सभी धाराओं का अनुपालन महाविद्यालय के सभी विद्यार्थियों के लिए अनिवार्य है, इसका उल्लंघन किसी भी

कारण क्षम्य नहीं होगा तथा महाविद्यालय प्रशासन उसके विरुद्ध अनुशासनात्मक/दण्डात्मक कार्यवाही करने के लिए बाध्य होगा -

छात्र/छात्राओं को अपना परिचय-पत्र सदैव साथ रखना होगा। परिचय-पत्र मांगने पर न दिखाना दण्डनीय माना जायेगा।

छात्र/छात्राएँ अपने निर्धारित कक्षा के अतिरिक्त किसी अन्य कक्षा में पाये जायेंगे तो इसे अनुशासनहीनता माना जायेगा, जो दण्डनीय होगा।

महाविद्यालय परिसर में अनावश्यक इधर-उधर घूमना वर्जित है।

प्रत्येक छात्र/छात्रा पुस्तकालय, कार्यालय आदि के किसी भी खिड़की पर पंक्तिबद्ध होकर ही सुविधा का उपयोग करेंगे। इसका व्यतिक्रम अनुशासनहीनता होगी।

अभद्र आचरण की शिकायत मिलने पर अभिभावक को सूचित करने के बाद सम्बन्धित छात्र को महाविद्यालय से निकाल दिया जायेगा।

महाविद्यालय परिसर एवं कक्षाओं में मोबाइल फोन बन्द रखना होगा।

महाविद्यालय परिसर में लगे पेड़-पौधों एवं फूल-पत्तियों को किसी भी तरह का नुकसान पहुँचाना अनुशासनहीनता माना जायेगा।

कक्षाओं के विद्युत उपकरणों को सुरक्षित रखना होगा तथा उसमें किसी भी प्रकार की क्षति दण्डनीय है।

महाविद्यालय परिसर में किसी भी प्रकार के कार्यक्रम आयोजित करने के पूर्व प्रबंध समिति एवं प्राचार्य से पूर्वानुमति लेनी होगी।

पान, गुटका, सुर्ती, बीड़ी, सिगरेट अथवा अन्य नशा का सेवन करके परिसर में आना, रास्ते पर खड़ा होना, शिक्षकों की कुर्सी पर बैठना और छात्राओं पर छींटाकशी जैसे जय्यों को अनुशासनहीन आचरण माना जायेगा।

ड्रेस कोड

जॉस एवं टीशर्ट का प्रयोग वर्जित है महाविद्यालय में अध्ययनरत छात्राओं को सफेद सलवार-समीज, लाल दुपट्टा अथवा लाल बार्डर की सफेद साड़ी के परिधान में आना होगा। छात्रों हेतु ग्रे पैन्ट- सफेद शर्ट परिधान में आना होगा अन्य परिधान वर्जित है।

A MODEL CODE OF CONDUCT FOR GOVERNING BODIES

The following code is suggested as a model. It provides a statement of the broad principles by which the governors of the College could operate. It may be adopted as it stands or adapted to reflect different governing bodies' ways of working. In either case it should be thoroughly discussed and supported by every governor before being formally agreed.

GENERAL

The Principal is responsible for the day to day management of the College, the implementation of policy and the operation of the curriculum. Governor have a responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the College operates.

Principle's responsibilities:

- Day-to-day management of the College
- Implementation of policy

- Operation of the curriculum

Governors' responsibilities:

- Determining, monitoring and keeping under review, the policies, plans and procedures within which the College operates.

- The main aim of the College is to raise the educational achievement of all its pupils.

- The governing body will contribute most effectively to this aim by focusing on its three roles:
 - To provide a strategic view of where the College is heading
 - To act as a critical friend by providing support and advice to the College
 - To hold the College to account for the educational standards it achieves and the quality of the education it provides

- All governors have equal status. Although governors are appointed and elected by different groups, their central concern is the welfare of the College as a whole.

- Governors have a general duty to act fairly and without prejudice at all times.

- In so far as they have, or share, responsibility for the employment of staff, governors should fulfil all reasonable expectations of a good employer.

- Governors should consider carefully how their own decision might affect other Colleges.

- Governors should encourage open government and should be seen to do so.

- Governors do not act alone but as members of a corporate team. Individual governors have power only when it is designated specifically to them by the whole governing body.

CONDUCT

- Governors should express their views openly within meetings but accept collective responsibility for all decisions.
- Governors should only speak or act on behalf of the governing body when they have been specifically asked to do so.
- All visits to College should be undertaken within a framework which has been established by the governing body and agreed with the Headteacher.

- In responding to criticism or complaints relating to the College, governors should refer to the College's 'Complaints Procedure' for the correct procedure to be followed and advise the complainant accordingly.
- Governors have a responsibility to maintain and develop the ethos and reputation of the College. Their actions within the College community should reflect this.

Code of Conduct for Non Teaching Staffs employed in a College

1. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
1 (a) It shall be the day of the staff employed in the private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.
2. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
3. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
4. (a) No staff employed in the college shall send any application for employment under any other agency, except through the secretary.
(b) The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
5. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
6. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceedings.
7. No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

8. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
9. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
10. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
11. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the Government.