



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ph: 23237291

Ref No. MSC/IQAC/SSR-CR7/DVV/7.1.10

1) Please Provide Policy document on code of ethics.

College follows Code of Professional Ethics as followed by the University. Following is the document.

 **UNIVERSITY OF DELHI**
दिल्ली विश्वविद्यालय

CB-1/COPE/2019/831 16 December, 2019

To,
Principals of the Colleges
University of Delhi

Subject: Code of Professional Ethics – regarding

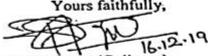
Madam / Sir,

As you may be aware that a Code of Professional Ethics of Teachers contained in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 (as published in the Gazette of India (Extraordinary) Part III–Section 4, No. 271 Education, 2018) has been adopted by the Executive Council of the University at its meeting dated July 18, 2018) has been incorporated as Appendix-A to the Form of Agreement of held on 1-2/7/2019 and has been incorporated as Appendix-A to the Form of Agreement of Service for College Teachers (Annexure to Ordinance XII of the University relating to college appointed teachers) (copy enclosed). The revised Code of Professional Ethics is, thus, now part of agreement of service entered into between the College and a teacher in its service, which is binding on teachers.

You are therefore requested:

- to give due publicity to the above-mentioned Code of Professional Ethics of Teachers;
- to place the Code on the website of the College for information of all stakeholders;
- to take steps to sensitize all stakeholders, including your alumni, students and teachers, about the importance of the Code.

You are also requested to create a mechanism for effective implementation of this Code of Professional Ethics of Teachers and send an Action Taken Report (ATR) by return email to the undersigned within one week.

Yours faithfully,

16.12.19
Assistant Registrar (Colleges)

Encl.: as above

University of Delhi, Main Campus, Delhi-110 007 (India)
Tel. 27667725/27662880; Fax : 27666350; Website : www.du.ac.in

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Figure 1 University of Delhi Code of Professional Ethics

CODE OF PROFESSIONAL ETHICS

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing her/his opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully to other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- (i) . Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Figure 5 University of Delhi Code of Professional Ethics

The document is duly displayed on the website on the link - https://mscw.ac.in/COC/cod_of_Professional_Ethics.pdf

College follows the ORDINANCE XV-B: Maintenance of discipline among Students of the University as followed by the University of Delhi. Following is the document.

ORDINANCE XV-B: Maintenance of discipline among Students of the University

1. All powers relating to discipline and disciplinary action are vested in the Vice- Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he / she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.

3. Without prejudice to the generality of power to enforce discipline under the Ordinance the following shall amount to acts of gross indiscipline:

(a) Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution / Department and against any student within the University of Delhi

(b) Carrying of, use of or threat to use of any weapons

(c) Any violation of the provisions of the Civil Rights Protection Act, 1976.

(d) Violation of the status, dignity and honour of students belonging to the scheduled castes

and tribes

(e) Any practice-whether verbal or otherwise-derogatory of women

(f) Any attempt at bribing or corruption in any manner

(g) Willful destruction of institutional property

(h) Creating ill-will or intolerance on religious or communal grounds

(i) Causing disruption in any manner of the academic functioning of the University

system;

(j) Prohibition of Ragging as per Ordinance XV-C.

4. Without prejudice to the generality of his / her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his / her powers aforesaid

order or direct that any student or students -

(a) be expelled; or

(b) be, for a stated period rusticated; or

(c) be not for a stated period, admitted to a programme or programmes of study in a College,

Department or Institution of the University; or

(d) be fined with a sum of rupees that may be specified; or

(e) be debarred from taking a University or College or Departmental Examination or

Examinations for one or more years; or that the result of the student or students concerned in the Examination or Examinations in which he /she or they have appeared be cancelled.

5. Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.

6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads

of Teaching Departments in this University. Each student shall be expected to provide himself / herself with a copy of these rules. At the time of admission, every student shall be required to sign a declaration that on admission he /she submits himself / herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who

may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed therein by the University.

The ordinance has also been displayed on the website. It can be referred to on the link – <https://mscw.ac.in/COC/ordinance.pdf>

College follows the ORDINANCE XV-C: Prohibition and Punishment for Ragging as followed by the University of Delhi. Following is the document.

ORDINANCE XV-C: Prohibition and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College/ Department or Institution and any part of Delhi University system as well as on public transport.

2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and

includes individual or collective acts or practices which:

- (a) Involve physical assault or threat to use of physical force.
- (b) Violate the status, dignity and honour of women students.
- (c) Violate the status, dignity and honour of students belonging to the scheduled caste and tribe.
- (d) Expose students to ridicule and contempt and affect their self-esteem.
- (e) Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

4. The Principal of a College, the Head of the Department or an Institution, the authorities

of College, or University Hostel or Halls of Residence shall take immediate action on any

information of the occurrence of ragging.

5. Notwithstanding anything in Clause above, the Proctor may also suo motu enquire into any

incident of ragging and make a report to the Vice-Chancellor of the identity of those who

have engaged in ragging and the nature of the incident.

6. The Proctor may also submit an initial report establishing the identity of the perpetrators of

ragging and the nature of the ragging incident.

7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/ she may so advise the Vice-Chancellor accordingly.

8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/

her decision shall be final.

9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority

under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.

10. The Vice-chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a programme of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

11. In case any students who have obtained degrees or diplomas of the University of Delhi are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.

12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.

13. All Institutions within the Delhi University system shall be obligated to carry out instructions / directions issued under this Ordinance, and to give aid assistance to the Vice -

Chancellor to achieve the effective implementation of the Ordinance.

Order of the Vice-Chancellor in pursuance of Ordinance XV-C:

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

The ordinance has also been displayed on the website. It can be referred to on the link – https://mscw.ac.in/ordinances/Ordinance_xvc.pdf

2) Please provide Proceedings of the monitoring committee.

The College has several committees to monitor the adherence to the prescribed code of conduct.

Internal Complaint Committee

Internal Complaints Committee (ICC) The College has a robust Internal Complaints Committee in accordance with the notifications of the University, and as per the Sexual Harassment for Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and UGC Guidelines of May, 2016. on the same. Display boards are positioned at various prominent locations, with details of all members of the Committee. Further details and proceedings of ICC can be referred to on the following link.

https://mscw.ac.in/icc_msc.aspx

Anti Ragging Committee

The College diligently follows the UGC Regulations on curbing the menace of Ragging . Our objective is to prohibit any conduct by any student by act of teasing, treating or handling rudeness with a fresher or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm. Further details and proceedings of Anti Ragging Committee can be referred to on the following link -

https://mscw.ac.in/Anti-Ragging_Committee.aspx

Grievance Redressal Committee

To monitor the adherence to the code of conduct and address any issue faced by students and staff the college has a Grievance redressal committee. Further details and proceedings of this Committee can be referred to on the following link -

https://mscw.ac.in/Grievances_Committee_Members.aspx

Proctorial Board

To monitor the adherence to the code of conduct and address any issue faced by students and staff the college has a Proctorial Board. Further details and proceedings of this Committee can be referred to on the following link –

https://mscw.ac.in/Proctorial_Board.aspx

3) Please provide Circulars and geotagged photographs with caption of the activities organized under the metric for teachers, students, administrators and other staffs.

We organize various events and seminars to promote knowledge of ethics and morals which forms an important part of our code of conduct for our students and staff members. One such event was a National Conference on *Professional Ethics: Theory and Practice* which highlighted the ethical codes that need to be followed to succeed in any chosen profession. The conference highlighted the ethical codes that need to be followed to succeed in any chosen profession.



The poster is titled "CALL FOR PAPERS" and is organized by the Department of Philosophy at Mata Sundri College for Women, New Delhi, which is part of the University of Delhi. It invites original research and concept papers for an inter-disciplinary national conference on "Professional Ethics: Theory and Practice" held on January 21st and 22nd, 2020, at the Mata Sahib Kaur Auditorium. The event is sponsored by the Indian Council of Philosophical Research, New Delhi. The poster lists special features such as addresses by invited professionals, paper submissions, student interactions, and awards. Contact information for the conference is provided at the bottom.

ICPR
INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH

CALL FOR PAPERS

Department of Philosophy
Mata Sundri College for Women, New Delhi
(University of Delhi)

Invites

Original Research and Concept Papers
for Inter-disciplinary National Conference

On

Professional Ethics: Theory and Practice

Date: 21st (Tuesday) and 22nd (Wednesday), January, 2020
Time: 9 A.M. Onwards

Venue:
Mata Sahib Kaur Auditorium, College Campus

Sponsored by: Indian Council of Philosophical Research, New Delhi
(Ministry of Human Resource Development, Government of India)

Special Features of Conference

- ❖ Address by Invited Professionals from different disciplines
- ❖ Submission, Presentation and Publication of Papers
- ❖ Interaction of Students with the Invited Professionals
- ❖ Presentation of Awards to Students

E-mail: philo.mscwconference20@gmail.com
College Website: <http://www.mscw.ac.in>

Figure 6 Poster of Interdisciplinary National Conference on Professional Ethics: Theory and Practice

PHOTO REPORT



Panel for Inaugural Session

Figure 7 Image of the Conference valedictory ceremony

Orientation Program.

Every Year the College organizes Orientation Programs where the students and the faculty members are made aware of the Code of Conduct followed by the College and University. Geotagged Photographs are not available. Post pandemic, the Orientation Programme of College has been conducted in a virtual mode. Following are some glimpses of the programme conducted in the year 2020 and 2021.

Orientation Programme 2020

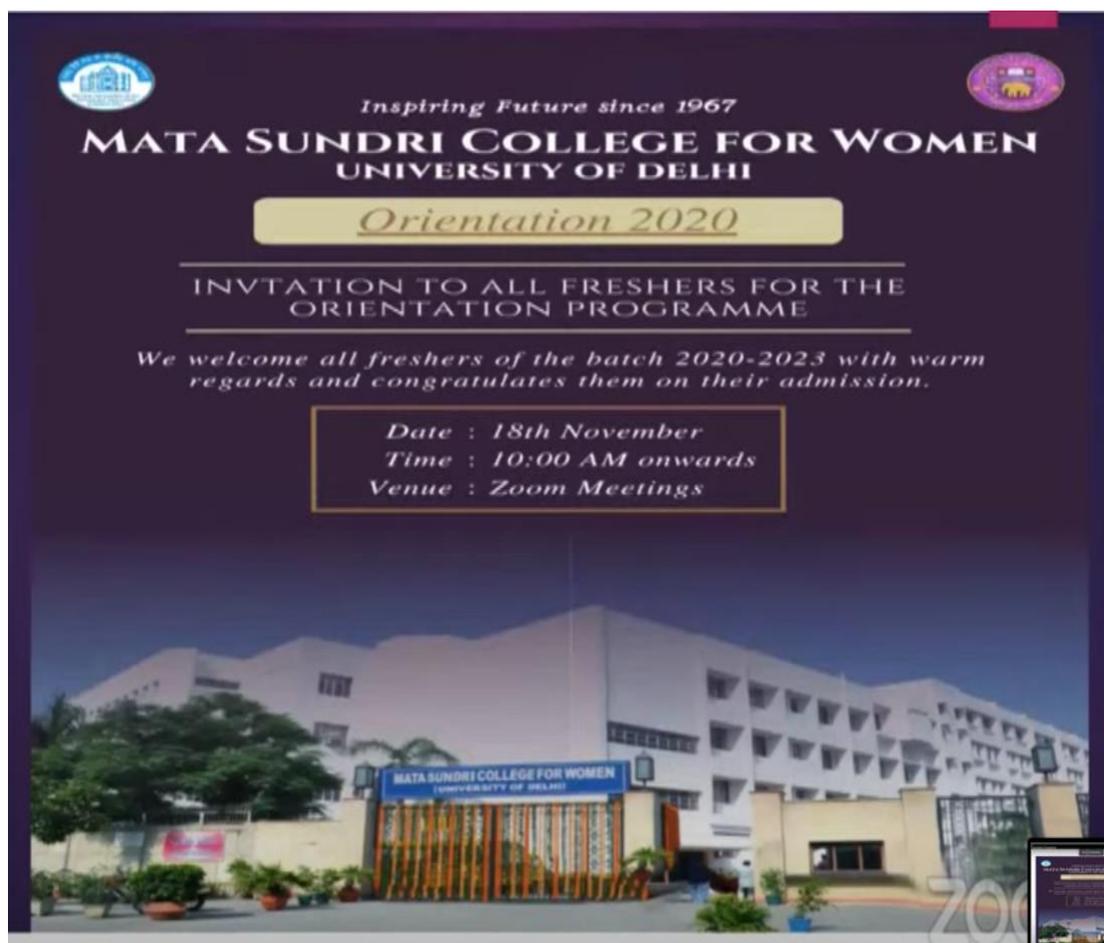


Figure 8 Poster of Orientation Programme 2020

The link for the recorded programme.

<https://www.youtube.com/watch?v=bsNOguNfgT4&t=3958s>

Orientation Programme 2021

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MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002

PHONE : 23237291

Ref. No. : MSC/ADMN/12/2021-735



Dated : 18/11/2021

NOTICE

The College is organizing an Orientation Program on 22nd November 2021. All the Teaching, Non-Teaching Staff, Societies In-charges, Committees In-charges and Cells In-charges and students are invited to join the program online as per the following schedule:

Date : 22nd November 2021
Time : 10:00 A.M
Venue : Zoom
Join Zoom Meeting
<https://zoom.us/j/94579995302?pwd=MVhSeTRjcjdFSXJjOVZiamRhdUROQT09>
Meeting ID: 945 7999 5302
Passcode: 194782

Harpreet Jau
Principal

Figure 9 Signed notice of the Orientation Programme



Inspiring Future since 1967

MATA SUNDRI COLLEGE FOR WOMEN

UNIVERSITY OF DELHI

Invites Freshers To

ORIENTATION 2021

Date: 22 NOVEMBER 2021

Time: 10 AM ONWARDS

Platform: ZOOM

JOINING LINK

[https://zoom.us/j/94579995302?](https://zoom.us/j/94579995302?pwd=MVhSeTRjcjdFSXJjOVZiamRhdUROQT09)
[pwd=MVhSeTRjcjdFSXJjOVZiamRhdUROQT09](https://zoom.us/j/94579995302?pwd=MVhSeTRjcjdFSXJjOVZiamRhdUROQT09)

Figure 10 Poster of the Orientation Programme 2021

The recording of the programme is available on the link -
<https://www.youtube.com/watch?v=AMW8hligFdl>

Programs by Internal Complaints Committee

A number of activities are organized by the Internal Complaints Committee throughout the year, in order to create awareness about Sexual Harassment, apart from an orientation programme which is conducted with students, to acquaint them about the guidelines in the Jurisdiction. The committee conducted many activities including an Inter College Poster Making Competition, Quiz competition and many other such activities to highlight the menace of Sexual Harassment. The theme of the Poster making competition last session, was on 'Sexual Harassment of Women' in June, 2021. The Committee also conducted a 30-hour Short Term Course on 'Gender Sensitization', in Collaboration with White Swan Consulting Group and IQAC team of the College. For more details on the event please refer to https://mscw.ac.in/icc_events.aspx

4) Please provide Document showing Code of Conduct for students, teachers, governing body and administration

Code of Conduct for Students

1. **Timings:** Classes begin at 8.30 a.m. The College observes a six day week from Monday to Saturday. It is mandatory for students to follow the timings.
2. **The Administrative Office of the College functions from Monday to Friday. Students are expected to address their queries within these days only.**
3. **Attendance:** Attendance in lectures for B.A (Hons.), B.Sc Maths (Hons.), B.Com (Hons.) B.Com (Prog.), B.A (programme) and in tutorials/preceptorials for B.A (Hons.)/ B.Sc (Hons.)/ B.A (programme) is compulsory. Those students who fail to attend a minimum of 66% lectures/tutorials/preceptorials/ practical classes will be detained and not permitted to appear in the University Examination.

The University Ordinance-VII, Clause 2-A, Part (ii) states that the College shall have power to strike off the name of any student who is irregular or when the absence of the student is for such a long period that she cannot provide the requisite percentage of attendance. These rules are strictly followed. Parents/Guardians are advised to periodically meet teachers of their wards to know the progress of their ward in studies and punctuality in attending classes

4. **Notice Board:** It is the duty of every student to check the Notice Board everyday. No excuse for non-compliance with any order, based on the plea that the Notice was not read, would be accepted. This also applies to notifications issued by the University from time to time. All formalities and forms regarding Examination, Results, Enrolment, Scholarships, Stipend etc should be submitted as per the scheduled date announced by the College office.

5. **Cleanliness:** The College premises must be kept free of waste papers etc. The students should use the litter bins provided for the purpose. Flowers must not be plucked. Any violation of these rules would invite a fine of Rs.100/- for each infringement.

6. **Order and Silence :** Students should not loiter around in the corridors or speak loudly in front of classrooms, library and office. Students should come for their classes only five minutes before their class commences.

7. **Residential Address:** In case of change of address, the same must be intimated in writing with the signature of parents/guardians to the College office.

8. **All-Round Best Student Award :** To be eligible for this honour a student must fulfill the following conditions:

- i.Pass the General Knowledge Test.
- ii.Secure at least 66% attendance in all lectures in all the three years.
- iii.Should have no academic arrears.
- iv.Secure at least 55% marks upto IInd year.
- v.Should be proficient in extra-curricular activities/sports.

9. Disfiguring the College building by writing or pasting of handbills is strictly prohibited. Any violation of this rule would be punished with a fine of Rs. 100.

10. Gurudwara is a place of worship. Students should not make noise and use it as a common room.
11. Action may be taken against the students for breach of discipline such as damaging College property, shouting in corridors or near the office, strewing rubbish in or around the College premises. Any type of misbehavior (in or outside the College) which may be detrimental to the reputation of the Institution is liable for punishment.
12. Free periods should be utilized by using the Library.
13. Students are not permitted to use Cellular Phones/ Pagers in the College Library/ Corridors and Classrooms. These should be switched off within these premises. Failure to comply can lead to confiscation of the instruments and fine of Rs.100/- at each violation.
14. Students will not receive VISITORS in College. In case of emergency, parents / guardians may approach the Principal directly.
15. Office telephone is not meant to be used by students. However, PCO facility is available for them.
16. Students are required to bring their Identity Cards daily. A fine of Rs. 10/- will be charged if a student is found without an Identity Card. Only students with Identity Cards will be allowed to enter the College premises.
17. Any student who loses her identity card will be issued a duplicate card on the personal request of the parents and on payment of a fine of Rs 50/-.
18. Students should not receive their personal mail at the College address
19. Students must attend all the College functions, including Gurupurabs.
20. Students must not enter the office. For information, they should see the Notice Board or approach the concerned clerk at the window.
21. Students must be careful about their own personal belongings. The College takes no responsibility for any loss.
22. Transport concessions are available to the students proceeding to join their parents at home town from College or vice-versa during vacation. For this purpose, the permanent home address declared on the admission form is final. Any change of address must be notified directly by the parents as soon as such change takes place and not at the time when a concession is desired.
23. Students should not ordinarily leave the College premises during the College hours.
24. All students coming from distant areas such as Faridabad / Ghaziabad etc. must reach College in time. Commuting time will not be accepted as an excuse for coming late.
25. Any students whose conduct and character is found unsatisfactory or who does not show satisfactory progress in studies, may be required to leave the College.

26. The Principal has the right to strike off the name of a student who is either grossly irregular in attendance or unfit for the course of study or not amenable to the College discipline.
27. No change in course will be allowed for subjects for which concession/relaxation is given at the time of admission.



The image shows three handwritten signatures in blue ink, each with its corresponding printed name and title below it. The first signature is for the Section Officer (Accounts), the second is for the Coordinator of the Internal Quality Assurance Cell, and the third is for the Principal. All are associated with Mata Sundri College for Women, University of Delhi, New Delhi-110002.

Section Officer (Accounts)
Mata Sundri College for Women
Mata Sundri Lane,
New Delhi-110002

Coordinator
Internal Quality Assurance Cell
Mata Sundri College for Women
(University of Delhi)
New Delhi-110002

Harpreet Kaur
Principal
Mata Sundri College For Women
University of Delhi

The code of conduct has been displayed on website, please refer to the link -
https://mscw.ac.in/coc_students.aspx

Code of Conduct: Administrative Staff

This Code of Conduct is designed to establish general principles for professional conduct by Mata Sundri College for Women employees engaged in non-teaching duties, including Library staff. It represents standards and benchmarks of professional conduct expected of all administrative staff of the Mata Sundri College for Women.

Administrative Staff are expected to perform their daily duties in a manner that upholds the dignity of their profession, exhibit a commitment to excellence, respect for the rights and expectation of stakeholders and concern for the welfare of students, teaching staff, colleagues and all other stakeholders of the College.

The College expects that administrative staff will:

- i. Familiarise themselves with College policies that are relevant to their duties and responsibilities and adhere to those policies to the best of their abilities.
- ii. Assist and encourage their colleagues and other stakeholders to adhere to these policies.
- iii. Demonstrate willingness and aptitude to learn and upgrade skills.
- iv. Fulfill their obligations towards students, teachers, parents and others who contact the Institution in a manner that is always fair, respectful, transparent and professional.
- v. Not accept or solicit any gift, favour, or service that might influence them in discharge of their duties.
- vi. Ensure that College resources such as funds, equipment, office space, supplies and other property are used appropriately for the benefit of the College and in compliance with the applicable laws, rules and procedures.
- vii. Follow all legal, contractual and policy restrictions on the use, disclosure and safeguarding of information relating to student records, teachers' records, intellectual property and all such personal information that is considered confidential.
- viii. Maintain statistical records truthfully and methodically and make them available promptly when required.
- ix. Demonstrate courtesy and respect in all dealings with students, academic staff, parents and support staff.
- x. Be clear and specific in their communication with students, faculty and all stakeholders so that all concerned know what is expected of them
- xi. Adhere to the time schedule and commitments made in performing their duties.
- xii. Act promptly to guide, address and resolve the concerns and queries of all stakeholders of the Institution.
- xiii. Perform duties without discrimination against or bias in favour of any particular person based on their religion, caste, place of origin, language and social and cultural background.
- xiv. Promptly disclose any potential or real conflict of interest arising from the performance of his/her duties. Any action that results in any pecuniary or non-monetary gain to employee or his friends and relatives is considered as conflict of interest.

This Code of Conduct is available on the Website of the College and stakeholders can report any violation to the Principal.

The Principal has the authority to take action against individuals who violate this code of conduct.



The code of conduct for Administrative Staff has been displayed on website, please refer to the link - https://mscw.ac.in/coc_Administrative_staff.aspx

Code of Conduct: Teaching Staff

This Code of Conduct is designed to establish general principles for professional conduct by the teaching faculty members of Mata Sundri College for Women employees. It represents standards and benchmarks of professional conduct expected of all teachers in our College.

Teachers are expected to perform their daily duties in a manner that upholds the dignity of their profession, exhibit a commitment to excellence, respect for the rights and expectation of students, colleagues, non-teaching staff members of the College and education community in Delhi University and elsewhere.

The College expects that teaching faculty will:

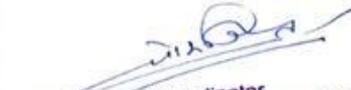
- i. Familiarise themselves with the University of Delhi policies that are relevant to their duties and responsibilities and adhere to those policies to the best of their abilities.
- ii. Follow the guidelines, norms and standards relating to teaching workload, time schedules for teaching, admissions and examinations, syllabi and academic calendar prescribed by the University of Delhi and the College.
- iii. Support College Administration and Principal by accepting administrative duties relating to academic and non-academic matters as may be assigned from time to time (timetable, conduct of admissions and examinations, evaluations, conduct of academic and non-academic activities financial and administrative oversight, supervision, mentoring etc.) for smooth conduct of the College activities.
- iv. Assist and encourage their colleagues and other stakeholders to adhere to these policies.
- v. Students in their teens are impressionable minds and can be prone to form misguided and inappropriate opinions about their mentors and colleagues based on what they view and perceive around them. It is important that teacher's conduct in the class as well as outside is perceived to be fair, just, objective and devoid of personal value judgments.
- vi. Educate, advise and mentor students and help them to make their own decisions.
- vii. Demonstrate willingness and aptitude to learn and upgrade their knowledge and teaching methodologies in line with new research and incorporate the same in their teaching.
- viii. Fulfil their obligations towards students, parents and others who contact with the Institution in a manner that is always fair, respectful, transparent and professional.
- ix. Not accept or solicit any gift, favour, or service that might influence them in discharge of their duties.
- x. Ensure that College resources such as funds, equipment, office space, supplies and other property are used appropriately for the benefit of the College and in compliance with the applicable laws, rules and procedures.
- xi. Follow all legal, contractual and policy restrictions on the use, disclosure and safeguarding of information relating to student records, teachers' records, and all such personal information that is considered confidential.
- xii. Conduct research responsibly and ethically by respecting patents, copyrights and other forms of intellectual property.
- xiii. Demonstrate courtesy and respect in all dealings with students, colleagues, parents and support staff.
- xiv. Be clear and specific in their communication with students and all stakeholders so that all concerned know what is expected of them.

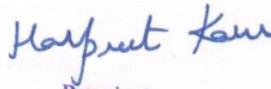
- xv. Adhere to the time schedule and commitments made in performing their duties.
- xvi. Act promptly to guide, address and resolve the concerns and queries of all stakeholders of the Institution.
- xvii. Perform duties without discrimination against or bias in favour of any particular person based on their religion, caste, place of origin, language and social and cultural background.
- xviii. Show compassion and empathy towards students with any form of disability (physical, financial, language or social) or those lagging in performance so as to build their confidence and encourage their mainstreaming.
- xix. Promptly disclose any potential or real conflict of interest arising from the performance of his/her duties. Any action that results in any pecuniary or non-monetary gain to employee or his friends and relatives is considered as conflict of interest.

This Code of conduct is available on the Website of the College and stakeholders can report any violation to the Principal.

The Principal has the authority to take action against individuals who violate this Code of Conduct.


Section Officer (Accounts)
Mata Sundri College for Women
Mata Sundri Lane,
New Delhi-110002


Coordinator
Internal Quality Assurance Cell
Mata Sundri College for Women
(University of Delhi)
New Delhi-110002


Principal
Mata Sundri College For Women
University of Delhi

The code of conduct for Teachers has been displayed on website, please refer to the link - https://mscw.ac.in/coc_teaching_staff.aspx

5) please provide Handbooks, manuals and brochures on human values and professional ethics

The College follows the code of conduct prescribed by the university. It is duly mentioned in the College prospectus (pg. 60). https://mscw.ac.in/Admission21/prospectus2021-22_22Aug.pdf

The College library has its own rules to maintain the decorum and sanctity of the library. The details can be read on https://mscw.ac.in/Documents/lib_booklet.pdf

6) Please provide Report on the student attributes facilitated by the Institution

College has several Societies to facilitate the student's attributes. Following is a brief report of some of the salient societies.

Divinity Society

The Divinity Society is integral to the dissemination of the ideals which form the foundation of this institution. It imparts the message of humanity, love, truth, honesty and courage to our students and staff, making an interfaith dialogue feasible amongst all. The sole purpose of this is to make the students aware of these values. The society works for the spiritual growth of the students which helps in enhancing their positive thinking. Every new academic session begins with the Aarambh of Sahej Paath and its Samapan Ardaas is done at the end of the session. Mata Sundri Simrati Diwas is celebrated on 12th March every year as the Founder's Day of the college. https://mscw.ac.in/Divinity_Society_20.aspx

Cultural Society

Mata Sundri College has a vibrant cultural life. The College has a Cultural Society which promotes a variety of western, folk and classical dances. It is one of the most active societies of the College. It organizes and encourages students to participate in various cultural competitions held indifferent educational institutions across Delhi. It helps the students to discover, develop and promote their talent by providing them with opportunities to perform on the stage. https://mscw.ac.in/Cultural_Society_MSC.aspx

Dramatics society 'PARINDEY'

The College has a very active Dramatics society 'PARINDEY'. The Dramatic society of the College organizes cultural shows and street plays on socially relevant themes. This gives the students a platform to showcase their talents. Students are chosen through auditions and then trained for the talent. Society also organises inter-college Nukkad Natak competition every year in annual fest of the College- Saarang. Our students perform in different theatre events and competitions organised by various colleges, NGOs and Universities.

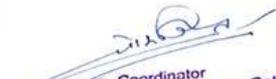
<https://mscw.ac.in/dramatics.aspx>

The Gandhi study circle (GSC)

The Gandhi study circle (GSC) was established with the stated aim to promote Gandhian ideas among the young students in order to empower them with a new lens to understand the world and deal with the challenges therein. Ever since its inception in our College, GSC has promoted the ideology of Mahatma Gandhi through the numerous activities it organises in the College and has won many accolades for its efforts. <https://mscw.ac.in/gsc.aspx>

7) Please provide Web-Link to the relevant documents at HEI website – The relevant links have been provided on the HEI website.


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