

Department of Audiology and Speech Language Pathology

Sumandeep Vidyapeeth Deemed to be university

Code of Conduct for Teaching Staff

1. Teacher should be good counsellors and facilitators they should help, guide, encourage and assist the students to ensure that the teaching, learning process is effective and success. Teachers has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve.
 - To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
 - To make regular contribution for the personal development of students, while looking after their interest and welfare.
 - To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
 - To be fair and to assess the students impartially and only on merit/performance.
 - To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
2. A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should
 - Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
 - Bring to the notice of the parents/guardian any short comings / behaviour noticed which the faculty feel, the parents should know.
3. A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should
 - Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
 - Resist the temptation of harming the teaching community for self-interests.

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4. A faculty member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
- Perform all professional activities through proper channel.
 - Look for promotion/elevation only on grounds of competence/performance.
 - Co-operate whole heartedly with the authorities of the College in the fulfilment of educational policies in conformity with professional responsibilities.
 - Should follow all norms and standards set by the College for the faculty from time to time.

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Code of Conduct for Non-Teaching Staff

1. As the technical and administrative staff are expected to work closely with the faculty of the College in day to day activities, the staff should:
 - Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
 - Develop friendly and co-operative relationship with the faculty members.
 - Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

2. The following traits are expected from the Non-teaching staff. He / She must:
 - Report to duty at least 30 minutes in advance.
 - Remain on duty during college hours.
 - Adhere strictly to the laws and regulations of the college.
 - Respect and maintain the hierarchy in the Administration.
 - Maintain honesty, integrity, fairness in all activities.
 - Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
 - Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
 - Must not intercept or misappropriate college money.
 - Must not be absent from duty without official approval or approved sick leave.
 - Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

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Code of Conduct for Students

1. Students should behave well with Teaching and Non-Teaching staff of the college.
2. Students must observe the notices displayed on notice-board. College administrative will not be responsible if any loss is incurred due to not observing the notice displayed on the notice board.
3. Students should take care of college property. No outside political or any influence should be brought in the college directly or indirectly. Admission will be cancelled if they behave against the rules.
4. Student's attendance for lectures, practicals, tutorials, tests and term examinations should be must 75% and Clinical Attendance should be must 90% in the Clinics. Severe action will be taken against the absentees.
5. Students should pay the fee before the last notified date in the fee chart, otherwise he or she will be fined.
6. Students should not make any change in the documents like Bonafide, T.C., Identity Card etc. issued by the college.
7. Admission will be rejected to the students having misbehaviour record in the examination or any other activity in the college.
8. Students should return the books on or before the due date and take care of library books and materials.
9. Dress and Grooming Code:
 - Students are expected to wear professionally decent attire with apron during clinical postings. Wearing of ID card is mandatory for all students during institute hours.
10. Applying for leave in advance:
 - Students are expected to seek prior permission from respective head of department/section before applying for any leave. When posted in Therapy, they are expected to make alternate arrangements for clients assigned to them.