



**Sir Vithaldas Thackersey College
of Home Science (Autonomous),
S.N.D.T. Women's University, Mumbai**

Code of Conduct Handbook



Code of conduct for students

The 'Student Code of Conduct' is applicable to all students enrolled in any course or program at Sir Vithaldas Thackersey College of Home Science (Autonomous), SNDT Women's University, Mumbai. Prohibited conduct may subject a student to disciplinary action. The rules and regulations are communicated to the students through the in-house publications in the form of College prospectus, notices displayed and through College website.

The College at the time of admission issues 'Prospectus' to all the students giving them information about the College, programs offered as well as the Rules. The 'General Rules' and the 'Rules pertaining to Examinations' are also available on the College Website www.svt.edu.in

All students are answerable to the Principal, Vice-principal and Head of the Department of their conduct in the College. If it adversely affects the good of the College, appropriate action may be taken within the principles of justice and equality.

At the time of admission, every student shall sign a declaration on her admission form, that she will abide by rules and regulations and accept the decision of the Principal in all matters as final.

The Principal of College will resolve any query regarding the Code of Conduct. The final rights about the matter related to the Code of Conduct lies with the Principal.

1. Socially accepted behaviour

- All students are expected to conduct themselves in a manner worthy of citizens in the College community. Such a conduct is based on respect for the dignity and rights of other individuals, respect for public property, personal belongings, as well as personal and academic honesty.
- Insubordination and unbecoming conduct in any form are not allowed.
- Students are requested to maintain silence in corridors and classrooms. In any way they should not disturb classes / activities going on.
- Without prior permission, students are not permitted to enter offices, classrooms, laboratories, library of other colleges and University departments located in the same campus. Otherwise disciplinary action will be taken against the student.
- They must follow queue wherever necessary and be patient for their turn.
- They should not to argue or fight with any of the students / staff. They must use decent language and refrain from cursing and using bad words.
- They should refrain from divulging sensitive information such as personal data of fellow students.
- They should not bully anyone and / or do any kind of ragging of fellow students.

2. Safety and Security

- Ragging, of any kind, is strictly forbidden and results in a dismissal of the concerned student, even if the act is committed outside the College campus.

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- If any student is found involved in ragging, action will be taken against her as per the 'Maharashtra Prohibition of Ragging Act 1999'.
<https://www.legalcrystal.com/act/135989/maharashtra-prohibition-of-ragging-act-1999-complete-act>
- Every year all the students must fill in the on-line anti-ragging affidavit form and submit the printout duly signed by the student and her parents.
<https://amanmovement.org/registration/public/amanmovement/Affidavit.php>
- Possession, use or distribution of alcohol or any narcotic substance in the College premises and coming to the College under intoxicated condition is prohibited. Students found using drugs or liquor will be dismissed. Smoking is strictly prohibited inside the campus.
- Open flames, firearms, weapons and all ammunition or hand loading equipment and supplies for the same, are not allowed. Students are not permitted to possess or use fireworks, dangerous devices, chemicals, or fiery in the College premises.

3. Responsibilities

- Students are expected to acquaint themselves with the system of checking on the notice boards information related to students' activities, examination, attendance etc. also they should convey the notification to their parents / guardians. No individual intimation will be sent.
- Students are expected to follow all the rules of the College. They should follow the rules and regulations issued from time to time.
- Students should be punctual and attend classes regularly.
- Every semester a Parent Teacher Meeting (PTM) is arranged to share attendance and academic performance of the students with their parents. Students must inform parents about the meeting and accompany them to meet ALL the teachers of Theory and Practical courses as well as the concerned Head of the department.
- All students are expected to register as member of the Alumni Association after graduation. As responsible alumni, they should be helpful in giving necessary feedback and in participating in the activities / events organised for them.

4. Communication with authorities

- Students must follow proper channel of authority for any communication oral and/or written. All requests should be routed through batch mentors, HOD and Vice Principal to the Principal.
- Students wishing to discuss matters with the Principal should submit their cases in writing to the Vice Principal of the College through the 'inward' desk and seek an appointment.
- Students applying for certificates, testimonials, etc and those requiring the Principal's signature on any kind of document or application should contact the Office Superintendent. No paper should be taken by students directly to the Principal or Vice-Principal for signature
- Students can also use the facility of 'Suggestion Box' for any communication with the College authorities. The box is located near the office.

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5. Taking care of College and University premises and property

- Students are expected to take care of the infra-structure of the College and University (campus, garden, walls, furniture, books, lights, fans, computers, projectors and other electrical equipments).
- Writing /drawing/painting on walls, furniture is prohibited. Students should behave responsibly and stop others from misusing / damaging the College / University property.
- Students are forbidden from sticking any paper (charts / posters) on the boards, walls, desks or anywhere in the campus.
- Attempted / actual theft of property of the College / University or belongings of a student / Staff member of the College will not be tolerated.
- Theft of IT resources, hacking College website or official password without permission is treated as cyber crime under Cyber Crime Laws and handed over to the concerned regulatory authorities.
- Students should help to keep the College premises clean with zero littering and take appropriate steps for garbage disposal (wet/ dry/ plastic / paper).
- Cleanliness is encouraged at all times. Use dustbins to throw litter.
- Eating in classrooms, laboratories and corridors is not allowed.

6. Participation in events

- Students are expected to actively participate in events organised by the College.
- To take part in any outside event, prior permission should be taken from the concerned Committee Chairperson, HOD and the Principal.
- Students should behave responsibly while representing College elsewhere.

7. Dress Code

- Students are expected to wear their identity cards duly signed by the Principal, around their necks for identification at all times in the College.
- Dress for College should be appropriate and dignified. Low waist jeans and high rise T-shirts, revealing clothes, spaghetti tops are not allowed.
- The students are not allowed to wear any heavy robes (Burkha / Rida) and head scarves covering their ears during examination, and while using library premises as per the norms.
- All students are expected to follow the norms while working in the laboratories with lab coat and head gear as per the specifications.

8. Mobiles & Laptops

- Use of mobile phones (for personal call / message / games / music / clicking photographs / any other) in the college premises (classrooms / laboratories / library / corridor) is not permitted.
- Responsible use of Mobile and laptop for study purposes is allowed.

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Rules about payment and refund of fee

Students should refer to the College website and prospectus for 'Rules about payment and refund of fee'. www.svt.edu.in

Rules about attendance

The minimum number of days of attendance necessary for keeping terms is 75% of the days on which classes are held in each term. The attendance for each Theory and Practical course is considered separately. Each member of the faculty maintains attendance rolls for the classes conducted by him / her.

Each student is required to attend all lectures and practical classes related to her program of study. Lack of minimum attendance will lead to the College Authorities taking strict action

Fresh entrants to the College should particularly note that they are required to attend lectures and practical classes in their respective subjects from the day the new term commences. If they remain absent for more than three days without prior permission in writing from the Head of Department concerned or the Principal, their names are removed from the rolls and the vacant seats are offered to the next candidates on the waiting lists.

In the case of students who are offered admission to the course after the first day of opening of the new term, they are required to join the College within three days from the date of payment of deposits and fees. No extension of time for joining is granted and students not joining the College by the specified date lose the admission to the College. Their names are removed from the rolls and the vacant seats are offered to the next eligible candidates on the list.

Although illness or other serious circumstances may be considered valid reason for absence from lectures, tutorials, practical, examinations etc. failure to write the required number of assignments, unjustified absence from tests, tutorials, practical, examinations etc, seriously prejudice a student's academic record. If after a warning, a student persistently continues not to conform to the requirements the College can refuse admission to a student for the following term or academic year.

Rules for Collection of Deposits

Students should collect their deposits within 3 years of graduation. The amount of deposit not collected after 3 years would be transferred to the Student Welfare fund of the College.

Students availing the facility of University hostel and/or library should approach the respective authorities for refund of deposit within the stipulated period given by them.

Rules about Examination

Students should refer to the College website for rules about Examination. www.svt.edu.in

Code of Conduct for Non-Teaching Staff

Office Superintendent:

In-charge of the College office

- a. The Superintendent shall be in-charge of the College office and shall be responsible for the - smooth conduct and working. S/He shall coordinate the work in the College amongst the teaching and nonteaching staff.
- b. S/He shall ensure and maintain proper co-ordination and follow up with the other departments / sections of the College.
- c. It shall be the duty of the Superintendent to supply information through the Principal to University and Government authorities as per requirements.
- d. With the prior approval of the Principal, s/he shall allot work to his/her subordinates (who are directly responsible to him/ her).
- e. S/He shall convene regular meetings of the office staff and Laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms.
- f. S/He shall regulate the work and conduct of the staff in accordance with the Standard Code 1984 and the Maharashtra Civil Service Rules.
- g. S/He shall inspect the attendance register of the non-teaching staff and take such action as S/he may deem fit (in case of habitual late comers or those who frequently remain absent), by issuing warnings in writing and recommending to the Principal to take disciplinary action, in case the same employee shows no improvement.
- h. It shall be his/her duty to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as s/he deems fit to regularize and to improve the working of the College.
- i. S/He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his/her staff to take their work seriously and willingly and shall pay attention to their welfare.
- j. S/He shall ensure safety and upkeep of the College property such as infrastructure, equipments, furniture and fittings etc.
- k. The Superintendent shall be responsible of examination work pertaining to the Degree College under the overall supervision of the Principal.
- l. S/He is supposed to do any other work assigned to him/her by the Principal from time to time.

Documentation in-charge and Custodian of the official documents, records and seals (stamps)

- m. S/He shall be the custodian of the official documents, records, the official seals (stamps) and such other property of the College as the Principal may commit to his/her charge.
- n. As per the directives from the Principal, s/he shall issue notice of meetings, prepare agenda, attend meetings, and draft the minutes of the meetings and take follow up actions. S/He shall keep the Minutes of all the meetings, and records of such meetings attended by him/ her as ex-officio member-secretary.
- o. S/He shall be responsible for the work of a highly confidential nature that may be undertaken by his/her section. S/He shall be responsible for preserving of the documents, etc. concerning his/her section.

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- p. S/He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. S/He shall decide and maintain proper filing procedure.
- q. After in-wording the documents, the Superintendent shall mark and distribute letters in the name of the Heads of the Departments or others in the College. S/He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- r. S/He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management and others.
- s. S/He shall draft notes and deal independently with the cases/situations which are of a routine nature. S/He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. the Principal and give interim replies.
- t. S/He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- u. The Superintendent shall look into the court cases concerning the College and obtain orders/instructions from the Principal wherever necessary as well as maintain records.
- v. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.

To maintain cordial public relations

- w. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students. S/He should help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him/her, in the College.

Junior Accountant:

- a. S/He shall perform the duties as may be assigned to him/her from time to time, by the Principal or the Office Superintendent.
- b. S/He shall be in charge of the Accounts Section and shall be responsible for its normal and smooth working.
- c. S/He shall assist the Superintendent regarding any work related to Accounts Section as per the instructions received from the higher authorities from time to time.
- d. S/He shall train the members of his/her department and provide accurate information and guidance related to Accounts and Finance.
- e. S/He shall deal with important cases where relevant regulations are clearly applicable and forward otherwise the same to the Principal with clear and specific comments.
- f. S/He shall exercise constant vigilance on expenditure, quantitative and qualitative disposal of work, safety of the financial records of the college.
- g. S/He shall inspect the racks and tables of assistants working under him/her to ensure that no paper or files have been overlooked and that there are no old receipts or bills lying indisposed off.
- h. If the post of Accountant does not exist in the College the Deputy / Junior Accountant shall perform the duties of the Accountant.
- i. S/He shall deal with all aspects of finance and accounting such as, preparing estimated and final budgets considering Income (Fees, Grants, Funds etc.) and Expenditure (salary, taxes, purchases, AMCs etc.), preparing balance sheet, facilitating internal and external audit.

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- j. S/He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- k. S/He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
- l. S/He shall facilitate meetings such as Purchase committee (web notification / e-tender), Finance committee by providing necessary documents, attending the meeting and keeping minutes and records as well as preparing Action Taken report.
- m. S/He shall attend to any other work assigned to him/her from time to time by the Higher Authorities.

All other non-teaching staff:

The Principal shall assign duties as per the needs or requirements of the College from time to time to any other non-teaching staff. Office Superintendent looks after the day-today allotment of duties and supervises the work of other non-teaching staff.

The Sweepers and Laboratory attendants are allotted certain areas to clean and organize daily. They are responsible for arranging and rearranging furniture as required.

Laboratory Assistants work under the supervision of a HOD (Head of department) who is in-charge for allotment of work. Laboratory Assistants are responsible to do all the work related to the laboratory/ laboratories assigned to them. They have to ensure smooth functioning of the laboratory.

Technical support staffs have additional duty of taking care of computers and other gadgets, equipments as assigned to them. They also maintain records of computers, audio-visual aids etc. as per the policy of the College.

Reference for Duties and Responsibilities assigned to Non-teaching Employees:

The Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules
<http://www.dhepune.gov.in/Policies.php>

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Code of conduct for Library support staff

- General
 - Being regular and punctual for duty
 - Following rules and regulations of the College and University
 - Doing the work delegated by the Librarian and the authorities of the College.

Library Clerk:

- Clerical work
 - a. Typing and taking printout of letters, notices, circulars etc.
 - b. Barcode Label pasting on the Books, Journals and other reading materials
 - c. Any other work assigned by the Librarian from time to time
 - d. Preparing new book acquisition forms, completing formalities
 - e. Attending reference queries – e.g. accessing on-line library catalogue,
 - f. Library enrolment / registration and issuing library cards
 - g. Processing requests for issuance of duplicate library cards for staff and students

Library Attendants:

- Books and periodicals related work
 - a. Issue books to staff and students using barcode reader – a hand-held machine
 - b. Managing return of books from staff and students
 - c. Fine collection if applicable
 - d. Physical Verification of Books, Journals and other reading materials
 - e. Shelving of Books, Journals and other reading materials
 - f. Dusting Books, Journals and other reading materials if required
 - g. Stock taking
- Cleaning related work
 - a. Regular dusting work
 - b. Summer cleaning of the library

Library Peon:

- Work related to the entry into the Library
 - a. Managing bag counter for students near the entrance of the Library
 - b. Maintaining the register for in-time and out-time of all users on daily basis
- Books and periodicals related work
 - a. Physical Verification of Books, Journals and other reading materials
 - b. Shelving of Books, Journals and other reading materials
 - c. Dusting Books, Journals and other reading materials if required
 - d. Stock taking
- Cleaning related work
 - a. Regular dusting work
 - b. Summer cleaning of the library

Code of conduct for Teachers

1. Socially accepted behaviour

- To maintain the dignity of the profession, the teachers must adhere to a responsible pattern of conduct and demeanour accepted to the community.
- They should not argue / fight with students / staff / members of public. They must use decent language and refrain from using foul language.
- In any way teachers should not disturb other classes / activities going on.
- Teachers must work to improve education in the community and strengthen the community's moral and intellectual life.

2. Following rules

General

- They must follow proper channel of authority for any communication oral and/or written.
- They are expected to be present in formal attire in the meetings of statutory bodies and the Parent-Teacher meetings.

Punctuality and Regularity

- They are expected to be regular and punctual for conducting classes and examinations.
- They must follow norms for leaves such as,
 - o Informing in advance by submitting leave card / form / application
 - o Sending email with details of, the make-up plan for classes missed and the person / persons who will take care of his/her work including jobs other than teaching, during the leave period
 - o In case, leave form is not submitted in advance, doing it right away after resuming

3. Duty towards Students and Parents

- Teachers should not be partial / unfair with any student and they should not discriminate students on any grounds.
- They must maintain confidentiality about certain things in College such as examination papers, student's personal information etc.
- They should not tolerate any bullying and ragging in the College. They should ensure safety and security of their students.
- They must be aware of various rules and procedures of the College and University and give correct advice to students, parents and visitors otherwise direct them to the right authority for help.
- Whenever needed, teachers should also act as a mentor / counsellor for students and give them proper guidance and support.
- Teachers must try to maintain contact with the parents / guardians of their students, share with them the reports of their ward's performance when necessary.
- They should meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

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4. Contribution as Teachers

- Teachers are expected to perform their duties conscientiously with dedication.
- They should continue professional growth through study, research and should participate wholeheartedly at professional meetings, seminars, conferences etc.
- Teachers should participate in co-curricular / extra-curricular activities and community service.
- They must contribute as member / co-chairperson / chairperson / mentor of particular committees as assigned
- They must cooperate and assist in carrying out functions relating to the educational responsibilities of the College / University such as, scrutinizing applications for admission, advising and counselling students etc.
- They must strive for improving education and the teaching profession through active membership of professional organizations.
- Teachers should refrain from undertaking any other employment / commitment including private tuitions which may interfere with their professional responsibilities.
- They should contribute in restructuring syllabus by actively participating in Board of Studies and Academic Council and other relevant committees.
- Teachers are expected to teach as per the workload given.
- They must prepare and submit 'Teaching plan' for every subject to be taught and share the same with students, and follow it through the semester.
- They should share the progress of teaching plan with HOD and senior teachers.
- They are expected to teach the entire course and conduct internal assessment in the given pattern within the stipulated period and submit internal marks as per the instructions of the Controller of Examination (COE).
- They should set paper for Final Examination as per the instructions of the Examination Department.
- They should perform duties related to conducting examinations, supervision / invigilation and evaluation.

5. Teachers and the Students

- Teachers must allow the students to express their opinions freely.
- The rights and dignity of the students must be respected by all the teachers.
- They must be impartial and should treat all students equally. They should be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Teachers must encourage all students to realize their potential and perform well in academic and co-curricular activities as per their aptitude and capabilities.
- Teachers should strive for the overall personality development of the students.
- Teachers should motivate the students to contribute wholeheartedly to community outreach programs and social welfare.
- They must help students to develop an understanding of the national heritage, national goals and their relevance in life.

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- Teachers must inspire students by becoming a role model for taking care of the property of the College and the University.
- They must inculcate scientific outlook in the students and encourage them to conduct survey, mini research related to their assignments.
- Teachers should teach students to develop respect for physical labour.
- Teachers should strive for value education of the students.
- As mentors they should be available to the students beyond the class hours and guide students without any remuneration.
- They should refrain from inciting students against other students, colleagues or administration.

6. Teachers and Colleagues

Teachers are expected to:

- Treat other members of the profession respectfully as they would wish to be treated.
- Render assistance for professional betterment of the colleagues.
- Refrain from making false allegations against colleagues to higher authorities.
- Treat all colleagues equally in their professional endeavour.
- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the institution.

7. Teachers and Authorities

Teachers are expected to:

- Carry out their professional job as per the existing rules.
- Adhere to procedures and methods consistent with the profession.
- For change of any rule detrimental to the professional interest, initiating steps through the relevant institutional bodies and / or professional organizations.
- Actively participate in the formulation of policies of the institution by accepting various offices and discharge responsibilities expected.
- Co-operate with the authorities for the betterment of the institution keeping in view the interest of all concerned and in agreement with dignity of the profession.
- Perform to the best of their ability and in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.

8. Teachers and Society:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes being offered.
- Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- 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 and actively work for National Integration.

Code of conduct for Librarian

The Librarian's post is a teaching post. The Job responsibilities of College Librarian are,

Maintenance of Academic Environment:

- To make rules and procedures for smooth functioning of the Library
- To display rules, notices, good reading materials on the display boards
- To maintain discipline in the Library
- To plan new services for the Library
- To conduct library orientation and visits for staff and students

About Books and other reading materials

- To acquire, process, and offer various library documents for reference / home issue
- To follow the formal procedure decided by the administration
- To prepare statistics and other reports about the library as required
- To offer library services to students, teachers, administrative staff and visitors
- To render reference service to library users
- To facilitate inter-library transfers of books, journals, periodicals and reference material
- To classify the books, journals, periodicals and various library documents along with entries and keywords
- To conduct stock taking fully or partially (depending upon availability of resources and number of books)
- To get old books and periodicals bound as per the policy
- To discard old newspapers and torn books etc.
- To replace the Library books which are lost

Research related work:

- To maintain institutional repository of research papers, chapters, books published by the staff and students along with relevant journals, books of abstracts, published books etc.
- To maintain reports of seminar / workshop / conferences conducted by the College
- To facilitate acquisition of citation index , H-index and other relevant information for individual researchers

Administrative Work and Human Resource Management

- To select, acquire, use and update software for library
- To supervise the maintenance of the computers and other equipments in the library
- To delegate and supervise the work of the library staff
- To train the library staff for various tasks related to library work
- To do administrative work other than library and act as signatory for all correspondence, bills, notices and other documents issued from the library
- To participate actively in the Library Committee which is an advisory body for smooth functioning of the library
- To help select books for gifting to guests, staff and students on various occasions

Report and Documentation:

- To act as the central source of all documentation related to the autonomous college
- To prepare and submit various reports to higher authorities such as the Principal, Auditors, IQAC, University, UGC, NAAC

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Code of conduct for the Principal

The Principal is responsible for all aspects of functioning of the College. As per the guidelines from University Grants Commission (UGC), the Government of Maharashtra, and SNDT Women's University, Mumbai, the Administrative and Academic Head of the Autonomous Higher Education Institution is the Principal of the College.

He /she exercises control and supervision over all aspects of administration, statutory compliance, governance, admission, teaching-learning process, as well as conducting internal assessment and final examinations.

For successful completion of the responsibilities the Principal gets assistance from the teaching, clerical, administrative and other staff members under his / her control.

Teaching Staff	Administrative Staff	Support staff
- Professors	- Office Superintendent	- Hawaldar / Head Peon
- Associate Professors	- Accountant	- Library Attendant
- Assistant Professors	- Clerk cum Steno-typist	- Laboratory Assistants
- Librarian	- Junior Clerk	- Laboratory Attendants
		- Sweepers

The Principal as an administrative and academic Head of the College is responsible for the following.

- ✓ Focusing on Core Values of the institute prepare a perspective plan of the College congruent with the Vision and Mission of the Institute
- ✓ To strive for good enrolments for all the programs offered
- ✓ To follow all government reservation policies regarding admissions
- ✓ To maintain discipline in the College
- ✓ To ensure smooth implementation of teaching schedules of graduate and post-graduate programs
- ✓ To provide facilities such as excellent Library, well equipped Computer Resource Centre, smart classrooms, and facilitate ICT enabled teaching-learning process
- ✓ To supervise conduction of examinations, assessment and moderation of answer papers and any other work pertaining to the examinations
- ✓ To motivate students to actively participate in research related activities
- ✓ To supervise curricular, co-curricular and extracurricular activities
- ✓ To plan community outreach programs in urban and rural To motivate students to actively participate in research related activities
- ✓ To supervise curricular, co-curricular and extracurricular activities
- ✓ To plan community outreach programs in urban and rural areas
- ✓ To be an effective Human Resource Manager for getting work done from the subordinates
- ✓ To be a role model for staff and students and give equal treatment to everyone
- ✓ To be a good team manager and give easy and open access to the staff and students
- ✓ To be prompt and ready to help staff and students
- ✓ To have clear and complete communication with all and not to take staff 'for granted'

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- ✓ To be fair in doing Performance Appraisal of the staff
- ✓ Being a good academician and taking teaching workload
- ✓ To facilitate academic growth of the teaching faculty by motivating them for staff to pursuing higher education, research and consultancy
- ✓ To organize innovative seminars, conferences, workshops to enhance academic competence of teaching faculty
- ✓ To ensure implementation of Accounting processes as per the provisions of the Maharashtra Universities Accounting code
- ✓ To have sound knowledge of finance and balance sheets
- ✓ To follow the UGC guidelines for Autonomous colleges, Maharashtra Universities Act for matters related to administration and governance of the college
- ✓ To work on the lines of Statutes, Ordinances, Regulations, Rules and other orders issued by the SNDT Women's University, Mumbai from time to time, especially as under the Statutes for Autonomy
- ✓ To assess performance of staff and create required reports
- ✓ To maintain service books and of other records of the College and make them available in given format to the University / Government departments.
- ✓ From time to time undertake any other work relating to the College as assigned by the competent authority
