



**SARASWATI VIDYA MANDIR LAW COLLEGE**  
**SHIKARPUR, BULANDSHAHR (U.P.)**

(Affiliated to C.C.S. University Meerut & Approved by BCI)

College Mob.: 9258321275, 8218421248

Website : [www.svmlawcollege.com](http://www.svmlawcollege.com), E-mail Id : [svmlawcollege@gmail.com](mailto:svmlawcollege@gmail.com)

**LIST OF PROGRAM CONDUCTED FOR SOFT SKILLS (2019-20)**

1	2019-20	06-07-2019	Code of Conduct Program for Teaching and Non Teaching Staff
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PRINCIPAL  
सरस्वती विद्या मंदिर लॉ कॉलेज  
शिकारपुर (बुलन्दशहर)



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Dated- 01 July 2019

## **NOTICE**

All the Faculty of Saraswati Vidya Mandir Law College ,Shikarpur,Bulandshar are informed that our college going to organized a Awerness program on **CODE OF CONDUCT FOR NON TEACHING** on 06 July 2019 at 11.00 a.m..in Seminar Hall .

You all are requested to attend the same.

  
CONVENER

DISCIPLINE COMMITTEE

  
PRINCIPAL

प्राचार्य  
सरस्वती विद्या मन्दिर लॉ कॉलेज  
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Copy to-

1. H.O.D.
2. Faculty members
3. Office File



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### **CODE OF CONDUCT AWARENESS PROGRAM REPORT 2019**

#### **CODE OF CONDUCT FOR NON TEACHING STAFF**

The Non-teaching staff Awareness Program on Code of Conduct of Saraswati Vidya Mainer Law College Shikarpur ,Bulandshahr is organized for the newly joined Non-teaching staff in Law college , along with Discipline committee on 06 July 2019 in Saminar Hall, There were newly joined Non-teaching staff in Law college who attended the program.

The session was conducted by Mr. Uttam Vir Singh Chief Proctor of Saraswati Vidya Mainer Law College; who first briefed the participants about the policies and code of conduct for Non-teaching staff enthusiastically welcomed the entire to the newly joined Non-teaching staff in family of Saraswati Vidya Mainer Law College.

The session was conducted by Mrs Sweta Singh Procter / Head of Department of Law college who briefed the participants regarding the policies of college and the various incentive schemes. She motivated the Non-teaching to take the benefit of these policies. She announce the policy of code of conduct -



- All the supporting staff shall perform his/her duties efficiently, as per the Institutional norms.
- It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the leaders from time to time.





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- The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- The supporting staff shall extend a full support to the department for the development of the labs and also in the maintenance of instruments /equipment.
- The supporting staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The supporting staff shall extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
- The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.
- The supporting staff shall take efforts to pursue higher education.
- The supporting staff shall discharge all the professional activities through proper channel.
- The supporting staff should not be absent from the duties without the prior permission of the Authorities.
- The staff shall not involve either directly or indirectly in any form of business /external assignments during their service.

All Non-Teaching Staff participated and benefited by this program. Mr. Nikhal Jain , Mr, Gaurav Kumar , Mr. Brijesh Kumar, Mr. Gajraj Singh ,Shri kashan, Atar Singh , Naresh, Shayam and Others.

Vote of Thanks delivered by the Mr. Uttam Vir Singh assistant professor chief Proctor of college

Convener

Discipline Committee

Principal

प्राचार्य  
सरस्वती विद्या मन्दिर लॉ कॉलेज  
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### Notice

An Awareness program will be organized on 06<sup>th</sup> July, 2019 at 10:30 A.M. in seminar hall regarding for Non-Teaching Staff as directed by discipline committee.

All Non-Teaching staff is directed to attend code of conduct program. For more details ask for convener of discipline committee.

Convener

Discipline Committee

Principal

शाखाय  
सरस्वती विद्या मन्दिर लॉ कॉलेज  
शिकारपुर (बुलन्दशहर)

CC to :-

Non-Teaching Staff

HoD

Students Notice Board

Office File



**SARASWATI VIDYA MANDIR LAW COLLEGE,  
SHIKARPUR, BULANDSHAHR**

**INVITATION**

Under the auspices of IQAC and Discipline Committee

Program

Session - I

Mr. Uttam Vir Singh  
(Chief Proctor)  
(Asst. Prof., SVM Law  
College)

Session - II

Mrs. Sweta Singh  
(Asst. Prof., SVM Law  
College)

on  
“Code of Conduct” for Non-Teaching Staff  
06 July, 2019 - 10:30 A.M.

Venue : Seminar Hall

All the Non-Teaching Staff are cordially invited to attend

**CONVENER  
IQAC COMMITTEE**

**CONVENER  
DISCIPLINE COMMITTEE**

**PRINCIPAL**



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## CODE OF CONDUCT AWARENESS PROGRAM 2019

### ATTENDANCE SHEET

06-07-2019

SL.No.	CANDIDATE NAME	DESIGNATION	SIGNATURE
1	Rashmi Baghar	Admission Consultant	
2	Nishi Jais	Registrar	
3	Geeta Sharma	office	
4	Abhey Seneng	office	
5	Brijesh Kumar	office	
6	Geeta	office	
7	Geeta Pathak	Computer operator	
8	Pratik Nagal	Computer operator	
9	Loubush	Peon	
10	Shayam	Peon	
11	Ashish Singh	Peon	
12	Vikas	Peon	
13	Vikas Kumar	Sweeper	
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Convener

Discipline Committee

Principal

प्राचार्य

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