

# Smt.K.K.Shah Arts and Smt.L.B.Gunjariya Commerce College, Thara



## CODE OF CONDUCT

**SMT.K.KSHAH ARTS & L.B.GUJJARIA COMMERCE  
COLLEGE, THARA**

**CODE OF CONDUCT**

**The Principal:**

1. The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.
2. He has to chalk out a policy and plan to execute the vision and mission.
3. He should monitor, manage and lead the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.

**The Teachers:**

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers are barred from using cell phones while taking classes.
3. Teachers should handle the subjects and work load assigned by the Head of the Department or Institution and should complete the syllabus in time.
4. Teachers 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 successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. Permission for going out of the College shall not be asked during the class hours.
8. Prior written permission is required from the Principal / at least a day in advance while availing CL or DL.

9. Teachers are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.

10. Teachers are encouraged to take up Research projects. They should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.

11. Teachers are expected to Volunteer, to take up extra classes for students for Mentoring, Remedial Classes and other Career Oriented Programmes.

12. All staff members are told to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

### **Non-Teaching staff:**

1. Non-Teaching staff working in the College office or departments should remain on Duty and expected to be punctual in time during College hours.

2. Non-Teaching staff must always wear their identity badge during working hours.

3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.

4. Administrative staff is expected to use IT based communication in administration extensively.

5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

6. Non-Teaching staff shall not leave the College premises without permission of the head of the Institution.

7. The peon staff should wear the Uniform provided by the Management.

### **Code of Conduct for students**

The College expects students to adopt a mature and professional approach to their studies and their general conduct around the College. We expect students to abide by this Code of Conduct.

1. The students must wear your College ID visibly at all times when on the campus.

2. Use of cell phone is strictly prohibited in the Institute teaching areas. It will be confiscated, if found used in prohibited area.
3. The students must not be engaged in any violent or threatening behaviour.
4. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.
5. The students have to attend the classes regularly. Eighty percentage of attendance is compulsory.
6. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
7. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
8. Students are expected to keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
9. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
10. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
11. Loitering of students in the campus is prohibited.
12. All the students must follow an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.'
13. Students are expected to behave in an orderly manner on all occasions and to obey the instructions that are notified from time to time.

## **VEHICLE POLICY**

Students riding two/Four wheeler should have valid driving license and should wear helmets/seat belt. Students' vehicles are restricted to the parking lot and they shall not do rash driving inside the premises. The Management will not be responsible for any damage or loss of the vehicle parked in the parking lot. The parking facility for vehicles is provided on campus. Students shall park the vehicles on first-come-first-serve basis. Separate parking space is allotted for the students and the staff. Nobody shall use the parking area reserved for the Divyangjan.