

SINCE 1919

Sarva Vidyalaya Kelavani Mandal : Gandhinagar Branch

UMA ARTS AND NATHIBA COMMERCE MAHILA COLLEGE

College with Potential for Excellence Phase - II
Accredited by NAAC (Cycle - 3) with 'A' Grade (3.32 CGPA)

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Code of Conduct

CODE OF CONDUCT FOR TEACHERS:

1. Every teacher should strive to expand his/her knowledge base and explore opportunities of professional development.
2. Teachers must work towards creating a suitable atmosphere of teaching and learning, thereby taking the institution to the heights of academic excellence.
3. Membership of subject specific professional organizations should be sought.
4. Teachers shall not discriminate among students on the basis of cast, colour or religion and treat all the students on equal footing.
5. Complete confidentiality in examination related work is to be observed and fair conduct in assessment is expected from the teachers.
6. Teachers must be punctual and conduct the classes as per time table regularly. They can leave the campus before time with prior permission of the Principal.
7. Teachers should inform the Principal in advance before going on leave. If the teacher has to avail the leave due to inevitable circumstances, he/she must inform the Principal and Head of the Department immediately for the smooth conduct of classes.
8. Teachers must behave amicably with colleagues and authorities; avoiding confrontation of any kind. Any constructive observation or criticism in the interest of the institution should be made to the Principal in person, without going public about it.

9. Making any unfavourable comments about colleagues in the presence of students, parents or officials is to be avoided.
10. General decorum and decency in the dress code should be observed strictly.
11. A teacher must always remember that he/she is a brand ambassador of the college and conduct oneself in the most dignified manner in dealing with stakeholders.
12. A teacher must transcend the syllabus and educate the students about civic, democratic and constitutional values. They shall inculcate a spirit of inquiry among students rather than promote rote learning.
13. Counselling of students is to be carried out periodically to help them cope up with emotional, psychological or domestic problems.
14. Teachers are expected to follow the guidelines of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
15. Employees shall not create groups or pages on social media (Whatsapp, Facebook, Instagram etc.) to pass on information in the name of the college without prior permission of college authorities. They shall not use the emblem / Logo of the college under any circumstances.
16. Teachers shall not engage in giving external coaching to students outside college premises for monetary gains.
17. Active Participation in political activities is to be avoided.
18. Teachers are expected to perform all the duties assigned by Constitutional Bodies of the Govt. of India.

CODE OF CONDUCT FOR STUDENTS

1. The students shall always carry identity cards with them and produce the same whenever being asked to by the college authorities.
2. Students shall not indulge in any political activities on the campus. They shall conduct meetings and organize events only with prior permission of the Principal.
3. Ragging is strictly banned on the college campus. Any student found flouting the norms, abetting group conflicts and causing damage to or loss of property, shall be subjected to disciplinary action or summarily suspended from the college, depending on the gravity of misconduct.
4. Students are expected to work harmoniously with their peers and assist their teachers in executing various academic and co-curricular activities.
5. Students shall park their vehicles in the parking space only and are forbidden to blow horn or indulge in bike race on the campus.
6. Tobacco products, liquor and other intoxicants are strictly prohibited on the campus. Any student found possessing such substances or spitting shall be fined as per norms. No student shall deface the walls of the college building, benches or throw garbage in the college premises.
7. The safety of girl students is given utmost priority by the college authority. Students shall behave politely with one another as well as teachers. Any incident of harassment in any form will be taken very seriously and strict action will be taken against the student/s.
8. Students shall not create groups or pages on social media (WhatsApp, Facebook, Instagram etc.) and pass on information in the name of the college without the prior permission of college authorities. They shall not use the emblem / logo of the college under any circumstances.
9. Use of Mobile phones in the campus is not allowed, except for academic purpose.

10. Every student has to participate in either of the following activities: NSS, Sports, NCC and co-curricular activities, as mandated by the college and the University.
11. All the students are expected to be regular in the classroom. No student shall enter the classroom 15 minutes after the commencement of the lecture, without prior permission of the teacher.
12. All the students shall have to take the examinations and submit the assignments in time. If a student can't remain present in the examination for genuine reasons, he/she has to take the mandatory retest examination by paying nominal fees.
13. Strict discipline is to be followed in the examination. Any instance of fraud or malpractice will be sternly dealt with. Discourtesy towards teachers and staff members will result in disciplinary action.
14. Students are not allowed to enter the Principal office, Staff room, Exam room, IQAC/RUSA Office and Admin office without prior permission.
15. Students shall keep the classrooms neat and clean. Any eatables are not allowed in the classroom and are to be consumed in the canteen only. The Class Representative shall make sure to turn off fans and lights after the class is over.
16. Any grievance or discrepancy should be brought to the notice of the Principal only. Summoning any external agency or media by the students is prohibited.
17. The Principal remains the ultimate authority to frame, interpret and implement rules and regulations in the interest of the institution.

Code of Conduct for Administrative Staff:

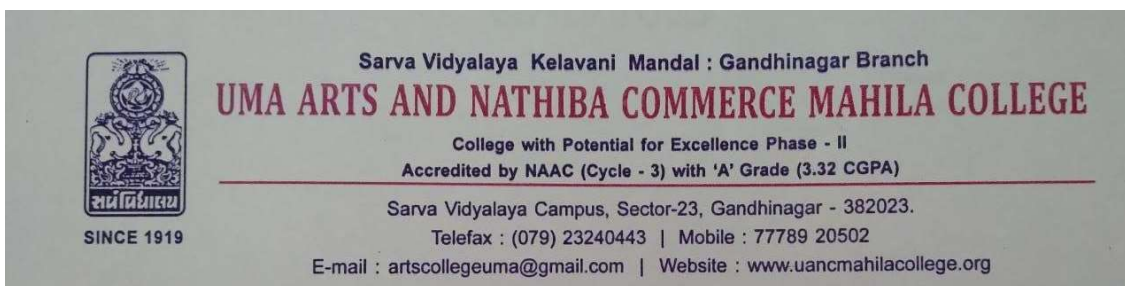
1. The administrative staff must maintain high standards of honesty, punctuality and professional ethics.
2. They should work within the institutional policies, practices, to satisfy the vision and mission of the institute.
3. They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
4. The staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college.
5. The administrative staff should maintain the decorum, dignity and courtesy in their speech and behaviour. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non-verbal communication.
6. Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.
7. The administrative staff should maintain harmonious relations with other staff and students
8. The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.
9. The administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.
10. The administrative staff should properly maintain records of respective portfolio.

11. The administrative staff should make effort for the continuous development through training programme, workshops and skill development activities.
12. All the administrative staff maintain integrity and fairness in all activities. They should exercise self-discipline, restrain at all times and deal positively with staff, students and public.
13. The administrative staff should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents or receipts. They must not intercept or misappropriate college resources.
14. They should avoid spending time on social networking site during the working hours & should not waste office time for personal reasons.
15. They should remain away from active politics.
16. They should assign proper time-limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
17. They should avoid procrastination of the daily office work. They should adopt the zero pending files policy. They should keep pro-active and speculative working strategies.
18. The office staff should not indulge in any form of addiction during the office hours.
19. They should not remain absent from duty without official approval or approved leave.
20. They should make judicious use of e-resources and electricity, provided impetus for office automation and inculcate paper free practices in order to make in more eco friendly.
21. Be present at the college and be available full-time and shall work in such capacity and at such place as he/she may be so directed from time to time.
22. Ensure the smooth conduct of the student's admission, examination issues and college/institution and administration activities.

23. Abide and obey all orders and instructions which may from time to time be given to by the Principal.

Code of Conduct for Examination:

1. Students to keep all their notebooks, books, pages, other reading materials, etc. outside their examination rooms. They must take care they even by mistake nothing is kept with them, even unintentionally.
2. Students should not keep their purses and wallets with them during examination, rather keep these inside classrooms near supervisor's desk.
3. Students should not keep or hide any kind of material on their hand, in dress, in handkerchief, on bench, or in their shoes. If there is anything written on the bench, then students must inform junior supervisor instantly.
4. Students must not talk and chat with each other during examination or did not ask any other examinee. In case of any need, students must ask supervisor.
5. Students must write their roll number on question paper.
6. Students shall not write, or create sign or draw lines on question paper.
7. Students must listen to the instructions given by the supervisor carefully.
8. Write the same question number in answer sheet as is given in the question paper.
9. Begin new answer on the new page.
10. Students shall not be allowed to go outside classroom during examination in any circumstances.
11. If any material is found from a student which is not related to the present question paper, then also the student will be punished.
12. Students must bring exam related material like pencil, scale, eraser, simple calculator, etc. And not to borrow from anyone else during examination
13. Students must keep identity card and fee receipt with them and produce the same as and when asked.
14. Mobile phone and digital diary are prohibited.



Minutes:

This is to notify that the first meeting of committee of Code of Conduct is to be held on 1 Dec., 2020 to finalise Code of Conduct and to process to inform and intimate the same to staff and students. The meeting also will decide about complaints and resolution mechanism.

Resolutions:

- The first meeting of the Code of Conduct Committee was held in the Principal's Office on 1 Dec., 2020.
- The Code of Conduct policy to be finalised in the meeting.
- Entire college staff – teaching and non-teaching – and students to be informed about implementation of Code of Conduct.
- It is decided that any breach of Code of Conduct from any of the stake holders to be reported to any of the committee members and then in the committee meeting shall decide upon action to be taken or otherwise on the complaint. The following mechanism has been devised.

Complaints and Solutions Mechanism:

- Receiving of complaint, either in writing or in oral form
- Committee meeting to be called within three days and decide upon the complain
- Finalise the complaint and if need be action to be taken.

The following members remained were present:

Dr. Haritbhai S. Patel (I/C Principal & Co-ordinator)

Dr. Pranav Joshipura (Member)

Prof. Haresh Patel (Member)

Prof. Payalben J. Pandya (Member)