



**HAND BOOK
COLLEGE CODE
OF CONDUCT**



SHRI B.P.BRAHMBHATT ARTS AND M.H.GURU COMMERCE COLLEGE, UNJHA

CODE OF CONDUCT

We firmly believe that education is a life-long process, so it achieves its completion when it includes academics, humanities, sports, co-curricular activities. The core objective of our institute is **विद्या परम देवतम - *knowledge is power.***

The management and staff firmly believe that students commit themselves to learning and they are able to accept their responsibility for their work and behavior. Our aim is to cultivate in them qualities such as discipline, responsibility, courage, leadership, respect, nationalism and reverence for their culture and traditions.

College wants to provide safe, secure and caring environment for all the students and staff members. we all treats each other with courtesy and respect, for that purpose the institute has formed some rules and regulations for the principal, staff members and students.

PROFESSIONAL CODE OF ETHICS

Inclusiveness

Faithfulness to the Institution

Reverence

Self-Discipline

Motivate Students

Integrity

Responsibility

CODE OF ETHICS FOR TEACHING & NON-TEACHING STAFF

- Every teacher shall motivate the students and develop in them nationalism, integrity of character and responsibility.
- Every employee of the institute will remain faithful, loyal, punctual and accountable for their conduct.
- Every Teacher shall organize and promote academic and co-curricular activities which will make holistic development of the children
- Every teacher must be impartial, generous and sympathetic to the students.
- Teacher should not indulge or encourage unlawful activities, malpractices and other judicially prohibited activities.
- Every teacher should follow proper dress code, should not wear informal clothes. His/ Her appearance shall be the reflection of his/her dignity and integrity.
- All teaching / Non-teaching staff members should be punctual in attendance and class work. He/ She must perform her duties, academic and other administrative work assigned to him/her by the Principal and management.

- Every staff members shall avoid any kind of monetary transactions with colleagues, students and parents.

CODE OF CONDUCT FOR PRINCIPAL, TEACHING & NON-TEACHING STAFF

- All the employees shall follow the organizational structure of the institute.
- The Principal shall be the head of the institute and directly answerable to the Management and college Governing Body.
- The matters regarding the accounts, expenses, leaves of the principal shall be sanctioned by the Management while these matters of the employees shall be sanctioned by the principal. The management will help the principal to take important decisions.
- Any employees can complaint in written to the principal if they have any problems. The principal shall resolve the problem. If any matter to be presented before the management, it shall be forwarded through the principal.
- All the employees shall abide by the rules of the Hemchandracharya North Gujarat University, UGC, Secondary Board, Government and all the concerned academic bodies.
- No employee shall directly contact the management for his/ her problems bypassing the principal.
- Any kind of tuitions and coaching with or without remuneration is strictly prohibited. This kind of unlawful activity is prohibited also under the name of his relatives and family members. He/ She must seek the permission of the management, if he/she wants to teach free-of-charge.
- All employees shall seek prior written permission of the principal for Duty leave/ C.L. to join a refresher/orientation/ faculty development/ career advancement programmes, seminar, conferences and workshops.
- An employee shall not involve or participate in any anti-national, anti-social and activities against the management. If his/ her involvement in such kind of activity is found, he/she shall be subject to disciplinary action.

- All the employees shall remain faithful to the Unjha Education Board and Shri B.P.Brahmbhatt Arts and M.H.Guru Commerce College and shall not join any activity against the interest of the college and the management.
- The employees of the college must obey the code of conduct, rules and regulations of the management or he shall be subjected to disciplinary action.
- All employees shall follow the instructions, circulars and orders given to them time to time by the University, management and the principal.
- Every employee shall avoid tobacco products, smoking, Gutakha and consuming any kind of intoxicating content during their duty hours. If any employee is found consuming these products, he shall be subjected to disciplinary action. This prohibition shall be application to any person entering the campus at any time.
- If an employee breaches the rules his/her institution, he shall be served with a written memorandum. If such an employee is served three memoranda, an inquiry shall be set to look into the matter and a disciplinary action may also be taken.
- If an employee participates in any social activity other than the institution, he/she shall have to seek prior permission of the Head of the institution. The activity should not be against the welfare of the society.
- It is ideally expected that all the employees in an educational institution maintain punctuality, regularity and faithfulness in their respective duty.
- Any confidential matter regarding the administration of the institution and management or any other matters related to any of the institutions shall not be disclosed to outsiders, Press, Government Agencies etc. without prior written permission of the Principal. Anybody found involved in such an activity shall breach the Code of Conduct and be considered for serious disciplinary action.
- Any illegitimate comment by an employee regarding Management or any of the Office Bearers in front of public or social media shall invite legal procedure against the concerned person.

- No Teaching or Non-teaching staff shall be a member of any political party or carry on activities either openly or in camera in support of any such party.
- No Teaching / Non-teaching staff shall be a member of the state or central legislature or any other body of local Self-Government. He/ She shall resign his/her job before standing for election as a candidate. No teacher shall be member of any banned organization/clusters nor shall have any link directly or indirectly with such organization/clusters.
- Teachers should be good counselors 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.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- 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.
- 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 the duty of cleaning should keep the building 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 and it is necessary to go out during the duty, the person must fill that detail in Movement register.

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 behaviour 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.

GENERAL CODE OF CONDUCT FOR STUDENTS

- Students shall be given admissions on merit and within the rules of reservation policy of Government of India.
- No seat earmarked for a reserved category shall be opened for a general category student.
- In case of extra demand for admission from reserved category students, the unclaimed and vacant posts of General students shall be allotted to desirous students belonging to reserved category.
- A student who does not claim his/her admission within a fixed time limit shall not have any right to claim it afterwards.
- Such unclaimed seats shall be offered to the students in the waiting list on bases of merit.
- Students shall reach the classrooms in time.
- Every student should wish the staff members on his/her first meeting of the day.
- When a member of the staff enters the classroom, the students should stand up as a token of respect.
- Students shall maintain strict silence in the classroom and also while moving in college corridors.
- The power to take disciplinary action against a misbehaving student is inherent with the Head of the institution.
- No student shall leave the classroom without the permission of the staff concerned.
- Students shall enter the staff rooms with the prior permission of HoD or faculty for specific purpose.
- Students shall maintain dignity and decorum during common college functions.
- Students shall keep the campus clean and green.
- Monetary transactions for any purpose without prior permission from the Principal shall be called misappropriation or cheating and shall be subject to disciplinary action.
- Smoking inside the college campus is strictly prohibited.

- Misbehaviour and malpractice in connection with academic endeavour will lead to suspension or dismissal.
- Students are not permitted to use mobile phones in the classrooms, library, language laboratories, examination hall etc.
- Students shall cultivate reading habit by making use of the library effectively during the leisure time.
- Students shall submit their assignments and projects on time.
- Students are expected to read the notices put up on the college notice boards. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with the directions contained therein.
- Students responsible for any deliberate damage to the furniture, electrical installations, doors, windows or other properties shall be fined heavily at the discretion of the Principal, whose decision shall be final.
- Vehicles must be parked parking areas allotted to them.
- Students who ride two-wheelers shall wear helmets compulsorily.
- Eve teasing and ragging are strictly prohibited. Students found guilty of such activities are liable to be summarily dismissed from the college.
- The Principal shall have the final and absolute authority to penalize, dismiss or suspend any student whom he finds guilty of misbehaviour or violation of the rules of the college, inside or outside the campus after conducting such enquiries as he deems fit.
- Students shall use Wi-Fi and Internet Cafe strictly for their educational purpose only.
- Students shall represent their grievances and suggestions in writing to the Principal through their respective HoD.
- Students shall abide by the good name and traditional culture of the institution through good conduct and self-discipline on the campus and in the classroom.

- In case, any criminal case is registered against a student by the law enforcing authorities, he / she should intimate the same within 24 hours to the Principal, failing which, he / she is liable for disciplinary action leading to expulsion.

HUMAN VALUES

The chief aim of the institution is to empower the students through knowledge. It is our aim to impart following human and social values to the students through education.

- Nationalism Love for all
- Communal Harmony Peace
- Brotherhood
- Freedom
- Morality
- Wisdom
- Intelligence
- Reverence
- Truth
- Equality
- Concern for environment
- Humanitarian Approach
- Care of Mother Nature
- Responsibility

VEHICLE POLICY

Students and all the staff members must have driving license and must follow the rules laid down Motor Vehicle Act of Govt. of Gujarat. They should wear helmet and seat belt during driving. They shall not do rash driving and bike stunts in and outside the campus. Sufficient parking space is available in the parking lot so they should not park their vehicles on the road. No one is allowed to park their vehicles in the space allotted to the Divyagjan.