

# J.Z. Shah Arts & H.P. Desai Commerce College Handbook on Code of Conduct for Students



J.Z. Shah Arts & H.P. Desai  
Commerce College (AMROLI  
COLLEGE), Surat

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## CHAPTER-I

### **Introduction**

The pioneering effort of the trustees, their foresight and creative instinct led to the foundation of J. Z. Shah Arts and H .P. Desai Commerce College, Amroli on 1st July, 1991. Institute got permanent affiliation on 1st July, 1998 and has been recognized under section 2(f) of the UGC ACT: 23/6/2000 and section 12 (B) of the UGC ACT: 23/6/2000. J. Z. Shah Arts & H. P. Desai Commerce College plays a very pivotal role in the second fastest developing cities of India-Surat, which has almost 35% of population who has migrated from different parts of India. Our college is located in an area which is bearing such migrated population who are economically lower middle class rural area people. Most of them have migrated for industrial opportunities that the diamond city Surat provides them. The students who take admission in our College are youth of these migrated population having rural background and lower middle class standards irrespective of their cast, creed, region, languages, economical background or religious beliefs, our college provides them opportunities for higher education. Students are exposed to urban standards, they are made techno-savvy particularly girls are given ample opportunities to realize their inner strength, capabilities and above all self respect for themselves. Subsequently, the college made a tremendous progress from its very humble beginning.

J. Z. Shah Arts and H. P. Desai Commerce College, Amroli was Accredited “B” Grade with CGPA 2.27 by the NAAC, Bengaluru on March 28, 2008 and was reaccredited on 21<sup>st</sup> February, 2014 by NAAC and was awarded “B” Grade with CGPA 2.74 in the 2<sup>nd</sup> Cycle. The college completed its 25 years of service to society in 2015-16 with Silver Jubilee Celebration. More than 3000 students study in this college. Also College was reaccredited “B” Grade with CGPA 2.88 in AAA (Academic and Administrative Audit) by Knowledge Consortium of Gujarat on 13<sup>th</sup> May, 2015. J. Z. Shah Arts and H. P. Desai Commerce College, Amroli College has published 20 educational books with ISBN NO. And it is also having its own international peer reviewed online journal with ISSN NO. 2455-4642 on 6<sup>th</sup> February, 2016. The ministry of Human Resource Development (HRD) adopted the National Institutional Ranking Framework which lists out the ranking of best colleges and Universities in India on 3rd April, 2017. NIRF, a body constituted by the HRD Ministry to conduct annual surveys of the higher education institutions, there were five parameters - Teaching, Learning and Resources; Research and professional Practice; Graduation Outcomes; Outreach and Inclusivity, and Perception - on which the ranking was done. Our college was placed in the Rank Band of 151-200 in college. College has received the prestigious certificates namely; ISO 9001:2015 for QUALITY MANAGEMENT SYSTEM, ISO 14001:2015 for ENVIRONMENTAL MANAGEMENT SYSTEM & OH&S 18001:2007 for Safety Management on 2<sup>nd</sup> October, 2017. College has started Dr.BABASAHEB AMBEDKAR Open University for distance education in February, 2018 to help migrated, rural people to complete their education pursuit. Our college wins the Rotary Round Town Trophy for collecting the highest number of Blood Bags FOURTEEN times in a Row in the Surat City. The institute has Career Counseling and Placement Cell which

provides better career opportunities to the students in this opportunity giving city Surat. The institute successfully runs competitive examination guidance Centre. From a seedling, the Trust has now developed into a huge banyan tree. The generosity and munificence of two decade actually paved the way for the establishment of College. Situated against very humble background, this college is equipped with all modern amenities. Girls are given ample opportunities to realize their inner strength, capabilities and above all self respect for themselves. Many students enroll themselves under Earn and Learn policy. Thereby they make themselves self-sufficient and value oriented youth of 21<sup>st</sup> century of India. We firmly believe that “The illiterates of 21<sup>st</sup> century will not be those who cannot read and write, but those who can learn, unlearn and relearn”- Alvin Toffer. Institute has also introduced skill based certificate courses like Entrepreneur Skills Development, Jewellery Designing, Fashion Designing, Digital Marketing, Tally and Communication Skills. Which has been proved to be a very appreciable endeavor Thus, “you cannot change your future but you can change your habits, and your habits will change your future”- Dr.Abdul Kalam. This exemplifies the vision of our college.

### **Vision**

To attain excellence of students in academic and other programs and for creating an environment that is dedicated to inculcating in students the skills and values necessary to succeed in real life situations and to make them responsible citizens.

### **Core values**

- **Quality consciousness**
- **Positivity**
- **Honesty**
- **Innovation**
- **Service for others**
- **Environmentalism**

### **Mission**

The mission of the institution is to help and promote education by providing the opportunities and creating environment along with academic, cultural and social activities for holistic development of learner's personality.

### **The goals of the institution are framed accordingly as under:**

1. To prepare students for lifelong learning, leadership, service and responsible citizenship.
2. To serve the needs of ethnically diverse students and students with disabilities.
3. To promote acquisition of knowledge and offer opportunities and upgrading knowledge, training and skills in all fields of human endeavor by developing education network with the use of modern communication media and technologies to accept challenge of new era.

4. To promote amongst students a sense of equality, national integration, social justice, secularism and to act as a catalyst in social economic transformation for the city and state development.
5. To make arrangements for promoting healthy atmosphere, corporate life and welfare of students and employees.
6. The development and enhancement of the inner potential and self confidence of individuals by offering them ample scope for active participation in various activities.

#### **TIMING:**

07.25 A.M. TO 11.55 A.M.	12.00 P.M. TO 04.35 P.M.
Grant –in- aid division commerce college	Grant –in- aid division arts college
M.com. (Gujarati medium ) (only for girls)	M.com. (English medium )(only for girls)
S.Y. /T.Y. B.com. (Eng.med.) Women’s Additional self financed Classes	M.A. (GUJ.,Eco.,Eng.)( only for girls) F.Y. B. com. (Eng.Med. & Guj. Med.) S.Y./T.Y.B.com (Guj. Med.) Women’s Additional self financed Classes

#### **1.1 I-CARD**

- Every student must carry with him/her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his/her Identity card and Library card, from the Library at the beginning of the year.
- I-card will be available a week after he/ she produces his/ her Identity card size photographs along with Admission Receipt.
- The student should collect his/her I-card within 15 days from the date of admission.
- The student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity card must be presented along with the library card.
- If student has lost library card or I-card it should be reported immediately to the coordinator.

#### **1.2 HUMAN VALUES**

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academics activities.
- Believe in loving, sharing and caring.

#### **1.3 DRESS CODE**

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.

- Students are expected to wear formal dress while on college campus.

#### 1.4 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at student's risk.

#### 1.5 RAGGING

### Regulations on Curbing the Menace of Ragging In Higher Educational Institutions, 2009

“Ragging” means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresh or a junior student.

### Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 j Punishable ingredients of Ragging:

- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging.
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or even unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempts to commit any or all of the above mentioned offences against the victim(s)
- All other offences following from the definition of “Ragging”.

Anti-Ragging toll free Helpline  
No  
1800-180-5522  
Online source for help  
[www.antiragging.in](http://www.antiragging.in)  
[help\\_line@antiragging.in](mailto:help_line@antiragging.in)

Register at  
[www.amanrnovent.org](http://www.amanrnovent.org)  
[www.antiragging.in](http://www.antiragging.in)  
\* Fill the Anti Ragging  
Undertaking  
online form

## ❖ Punishments

- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishment for those found guilty of ragging at the institution level shall be anyone or any combination of the following:
- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship / fellowship and other benefits
- Debarring from appearing in any test / examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional national or international meet, tournament, your festival, etc.
- Suspension: expulsion from the hostel
- Rustication from the institution for period ranging from I to 4 semester
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine of Rupees 25,000/-
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- School Leaving Certificate
- Character Certificate
- Undertaking by the Candidate/Student in prescribed format
- Undertaking by Parent /Guardian in prescribed format

### 1.6 Admission procedure.....

#### (1) Eligibility

- (A) A candidate seeking admission to F.Y.B.A. must have passed the Higher Secondary examination conducted by the Gujarat Secondary Education Board in General Science Stream or any examination recognized as equivalent there to.
- (B) A candidate seeking admission to F.Y.B.Com. Will have to apply for admission in a prescribed centralized admission form within six days after H.S.C results.



- (C) If the fee is not paid within the stipulated time limit, the admission granted will be treated as null and void.
- (D) As per the amended statute – 223 passed by the Senate as its Annual Meeting held on 29-03-2012 and conveyed to VNSGU, Surat by the office of the Secretary to the Governor of Gujarat, Vide Letter No.UNI-141S-U-UOR-102-GS, Dt.19-10-201S, a candidate shall be considered eligible for admission to First Year of the Degree Course under the Faculty of Commerce if he/she has passed the Higher Secondary or Equivalent Examination in General Stream or if he/she has passed equivalent examination in Vocational Stream subject or Science Stream with A-Group.
- (E) A candidate seeking admission to F.Y.B.A and F.Y.B.Com will have to get an enrolment certificate from V.N.S.G.U. Surat. For Which he/she has to apply in printed form of Rs 20/- along with a fee of Rs. 100/- through the principal.

**(2) Documents Needed For Procuring Enrolment Certificate**

- (1) Application form: Rs.20/- (2) Enrolment fee: Rs.100/-  
(3) Original Certificated of the mark sheet. (4) Attested copies of the marksheet

**(3) Regulations And Admission Requirements**

- (1) Students seeking admission to this college will have to apply for admission in the prescribed form within the time notified.
- (2) It is obligatory for a student to get his/her form checked and to meet in person along with the fees.

**Documents Needed At the Time of Admission**

**(a) For H. S. C. students from Gujarat State Board.**

- (1) Original mark sheet and 2 attested copoes.  
(2) School leaving certificate and 2 attested copies  
(3) Passport size Photos -2  
(4) SC/ST/SEB Certificate wherever applicable  
(5) For SEBC category seat, Non-creamy layer certificate, issued after March, must be attached.  
(6) Driving License (Voluntary)  
(7) Employment Registration No' (Compulsory)-Admission would not be granted without this number.  
(8) AadhaarCard - Bank Passbook First Page copies (for Scholarship)

**(b)H. S. C, students from other Boards.**

- (1) Original mark sheet and 2  
(2) Certificate showing the main and subsidiary subjects.  
(3) Passport size Photos – 2  
(4) Migration certificate  
(5) 'No - objection' certificate  
(6) Driving License (voluntary)  
(7) Employment Registration No. (Compulsory)- Admission would not be granted without this number.

**(c) For regular college students.**

- (1) Original Marksheet of the last exam passed and 2 attested copies.
- (2) Identity card.
- (3) Application forms should be duly filled in by the candidate. Selection of the subjects should be done carefully. Option once exercised shall be final.
- (4) Students who have passed the Higher Secondary Examination held by other than Gujarat Secondary Education Board or those migrating from other Universities shall have to produce a provisional eligibility certificate from V.N.S.G.U., Surat along with the application form for admission. Such students will have to produce the final eligibility certificate in due course.

Documents needed for procuring Final Eligibility Certificate:

- (1) Passing certificate (2) Attendance certificate (3) Character certificate (4) Migration certificate (5) Medium Certificate

(5) Candidates coming from other colleges have to furnish No Objection Certificate and Transfer Certificate. Application for the Transfer Certificate has to be made within a month after the admission. Late applicants will have to pay a late-fee. It is obligatory for the students to seek Transfer Certificates. College only forwards the application.

(6) Candidates of Scheduled Castes, Scheduled Tribes and Backward Classes shall have to submit Social Welfare Department's certificate and physically handicapped shall have to attach a civil surgeon's medical certificate along with the application.

(7) Candidates seeking admission for the first time will be charged entrance fee, enrolment fee, identity card fee and deposit fee in the first term,

(8) Vide Govt. letter no. Mis/1 084-2965 7 dated **6-7-85** girl students will not be charged tuition fees.

(9) The principal's decision will remain final for all admissions and it would be binding to the students.

(10) Regular students shall have to seek admission within 6 days after the result.

(11) Admission already granted to a student will be cancelled if the information provided by him/her is either false or if he/she withholds the required information. In such cases the fees and deposits will be forfeited.

(12) Repeaters are not entitled for admissions. A student failing in one faculty would not be given admission in another faculty. 75% attendance in any term / semester is compulsory, failing which the admission will be cancelled.

(13) Reading the notice board is a must for the students. Ignorance of any notice or rules of the college will not be an excuse for not fulfilling any rule or requirement.

(14) Fees once paid will not be refunded.

(15) If the deposit is not claimed in a year, it will get lapsed.

(16) Applicants who are in service will not be given admission.

**(5) Payment of Fees :**  
**For New Entrants(F.Y.B.Com)**

1. Admission for first year B.Com - (Sem- I) / M.Com (Sem- I) / M.A. (Sem- I) students is done through Centralized Admission Process which is carried out by Veer Narmad South Gujarat University, Surat.

2. Once the merit List is displayed and the admission is confirmed by the Affiliated University, a student can pay the amount of fees as decided by the university in any branch of State Bank of India.

3. Then the student needs to get his/her admission confirmed in their respective colleges by showing a copy of challan.

**(6) For Enrolled Students**

1. Once the admission is confirmed each and every student is allotted a 16 digit unique SID (Student Identification Number) and thereby is enrolled on the list of college students.

2. For the students who are already enrolled and have an SID No., the student has to download 3 copies of challan from the college Website [www.amrolicollegesurat.com](http://www.amrolicollegesurat.com) and has to deposit the fees in any branch of State Bank of India in Gujarat.

**(7) First year Bachelor of Art**

1. First step for completing the process of admission is to get a “Scanner Card” from the college office free of cost.

2. A student has to duly fill in the Scanner Card and then the college allots the 16 digit unique SID (Student Identification Number.)

3. Three copies of challan are then issued to the student for the payment of fees(As per norms of University)

4. The fee has to be deposited in any branch of State Bank of India, Gujarat.

5. Then the admission is confirmed by the college.

Note: If a student withdraws before the beginning of the course, the student is refunded the entire fee given to it with a maximum deduction of Rs. 1000/- [As notified by UGC on 23rd April 2007, F. No. 1- 3/2007 (CPP II)] this condition is not applicable in the case where the university takes the fees or assigns the rules.

## 1.7 Examination Regulations

### CIRCULAR

[www.acs.ac.in](http://www.acs.ac.in)

1 .Academic Council Dated 5/4/2013 Resolution No.6

2. Syndicate Dated 26/7/2013 Resolution No. 56

### Examination Regulations for Undergraduate, Post Graduate and Diploma Courses

1. These Regulations shall be called “Examination Regulations for Undergraduate, Post Graduate and Diploma Programmes”
2. These regulations shall be applicable to the programs of Arts, Commerce, Rural Studies and Computer Science and Information Technology faculties.
3. Faculties other than mentioned above may implement these regulations after passing necessary resolutions in competent statutory bodies of the university.
4. They shall come into effect from the batch of academic year 2013-2014.
5. Grading System shall be as follows:

Grade Point	Description	Class	Range of% of Marks Where passing Standard is 40%	Range of% of Marks Where passing Standard is 36%	Grade
1	Dropped	Fail	0 to <10	0 to <10	F
2	Dropped	Fail	10 to <20	10 to <20	F
3	Dropped	Fail	20 to <30	20 to <30	F
4	Dropped	Fail	30 to <40	30 to <36	F
5	Average	Pass Class	40 to <50	36 to <50	E
6	Fair	Second Class	50 to <60	50 to <60	D
7	Good	First Class	60 to <70	60 to <70	C
8	Very Good	Distinction	70 to <80	70 to <80	B

9	Excellent	Distinction	80 to <90	80 to <90	A
10	Outstanding	Distinction	90 to <100	90 to <100	0

**6. SGPA:** Semester Grade Point Average shall be given at the end of each semester, the formula to SGPA is  $SGPA = \frac{\text{Grade Point} \times \text{Credit}}{\text{Total Credit of a particular semester}}$ .

**7.. YGPA:** Yearly Grade Point Average shall be given at the end of each year, i.e. YGPA for the 1st year will be given at the end of 2nd semester, YGPA for the 2nd year will be given at the end of 4th semester and so on. The formula to calculate YGPA shall be  $YGPA = \frac{\text{Grade Point of a course of the year} \times \text{Credit}}{\text{Total Credit of the courses of odd and even semesters of respective year}}$ .

**8. CGPA:** Cumulative Grade Point Average shall be given at the end of each program, i.e. at 6th semester if a particular program is of 6 semesters. The formula to calculate CGPA shall be  $CGPA = \frac{\text{Grade Points obtained in a course of last two semesters of the program} \times \text{Credit}}{\text{Total Credits of courses of two semesters of the programme}}$ .

**9. (GP.SGPA. YGPA and CGPA shall be calculated on the basis marks of only the university Examination of a course i.e. if in a course there is bifurcation of 30 (Internal), 70 (external) and 100 (total), the head of 70 (i.e. external) will be considered for computing GP, SGPA, YGPA and CGPA**

**10.** Formula for converting the CGPA into Percentage shall be:  $\text{Percentage (\%)} = \frac{\text{Obtained CGPA}}{10} \times 100$  Example: if the CGPA is 6.88 the percentage will be:  $\frac{6.88}{10} \times 100 = 68.8\%$

**11. Passing a Course:** There shall be two separate components of passing; (i) at external and (ii) at internal. To pass a course candidate shall have to secure the percentage of marks required for passing in both the components independently, for example if the passing standard is 36% a candidate shall have to secure minimum 36% in both the heads independently i.e. 25 out of 70 and 11 out of 30.

However, the deficiency of internal component can be made up by scoring more marks in external component so that the combined marks of two components are 36% or more.

**12.** The exemption from appearing in an examination of courses (paper) shall be same as passing standard of that course/paper.

**13. Gracing of Marks:** Gracing shall be given as per the prevailing Ordinances, the Grade, Grade point, SGPA, YGPA and CGPA shall be determined after adding the grace marks. However, no gracing marks will be added under the provision of ordinance —148

**14. ATKT System:**

Total courses/papers	One has to pass a minimum of 3/5 (three-fifth) 60% of the	Total courses/papers	One has to pass a minimum of 3/5 (three-fifth) 60% of the
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	total courses /papers to be eligible for ATKKT		total courses /papers to be eligible for ATKKT
5	3	13	8
6	4	14	8
7	4	15	9
8	5	16	10
9	5	17	10
10	6	18	11
11	7	19	11
12	7	20	12

### 1.8 Internal Assessment or Evaluation:

(1) Each subject consists of 70 Marks - 50 marks for university examination and 20 marks for internal evaluation which is done continuously throughout the year and shall consist of heads such as assignments, library work, unit tests, class participation, punctuality and sincerity of student in attending lectures.

(2) Each student is required to pass in internal evaluation and external university examination of each subject separately.

- (a) The minimum passing score in each subject head (internal and university separately) is 07 out of 20 in UG & 08 out of 20 in PG and 17 out of 50. Those who fail in more than 50% subjects in the internal evaluation will not be allowed to appear for university examination. For the post graduate students the minimum passing score is 40%.
- (b) Second class is awarded to a student getting 48% marks or more in the examination. An aggregate score of 48% in the internal and university examination is not enough. 48% is must in the university examination and in internal evaluation separately.
- (C) First class is awarded to students getting 60% marks or more in the examination. An aggregate score of 60% in the internal and university exam is not enough. 60% is must in the university examination and in internal evaluation separately.
- (3) Exam form will be withdrawn if a student does not have 75% attendance.
- (4) A student who fails to appear in the internal examinations will not be allowed to sit for the university exams and his / her form would be withdrawn.

(5) Internal Marks Structure:

**Under graduate courses**

Faculty	Internal test + Attendance+ lib.work /assignments = total		
Arts	10	+ 5	+5 = 20
commerce	10	+5	+5 = 20

**Post graduate courses**

Faculty	Internal test + Attendance+ group discussion/assignments = total		
Arts	10	+ 5	+5 = 20
commerce	10	+5	+5 = 20

- Each student compulsorily has to appear in more than 50% of course in internal test.
- Even if the student in pass in more than 50% of the course in internal test, still the exam form would be withdrawn.

**1.9 Disciplinary Rules**

(1) Apply within 6 days after the publication of results. Forms will not be accepted after the date notified. The Students who cannot attend lectures regularly should not take admission. Otherwise they will not be allowed to sit for internal as well as university examination and will not be granted admission in the next academic year.

(2) Every student is expected to follow the disciplinary rules of the college. Violation of the rules will lead to strict action.

(3) It is compulsory to appear in the internal tests conducted by the college. In case of illness the parents or guardian shall inform the college in writing along with medical certificate, within three days from the commencement of examination.

(4) 75% attendance in any term/semester is essential for appearing for university examination, failing which the term / semester of the student will be cancelled. Attendance will be marked in every lecture and a student who remains absent in one lecture will lose the whole day's attendance. If a student remains absent due to illness, he/she will have to submit a written application along with a doctor's certificate within seven days.

(5) Students who remain absent in the internal tests will not be eligible for appearing at the university exam. The examination forms of those students who fail in 50% or more subjects in the internal assessment will be withdrawn.

**(6)** Fees must be paid on the dates announced and at the specified time. Otherwise admission will be cancelled automatically.

**(7)** Students are allowed to visit the college office for necessary work only during free lectures and recess.

**(8)** As per the rules of the university, every student has the responsibility to submit exam forms and fees in time and the college, under any circumstances, will not accept late forms and fees.

**(9)** Students should get their identity cards, library reader ticket or renew the cards as and when instructed by the college. The card should be produced by the students for any kind of verification. If the card is lost, duplicate card can be obtained from college library.

**(10)** Subjects once chosen cannot be changed.

**(11)** Strict disciplinary action will be taken against students who misbehave with the college staff or cause damage to college property. Serious breach of law will be punishable by cancelling the admission immediately.

**(12)** Bringing outsiders in the campus is punishable.

**(13)** Any instruction from the college and teachers should be obeyed by students. Strict action will be taken if anyone is found dishonoring such instructions.

**(14)** Students once caught and / punished for malpractice in the university examination will not be readmitted.

**(15)** The admission of students who bunk lectures and move about in the campus will be cancelled. Irresponsible students will not be admitted to the second term.

**(16)** Admission obtained providing wrong, unclear and incomplete information will be cancelled.

**(17)** Students of this college are not allowed to attend lectures in any other college during college timings and they should not join service anywhere.

**(18)** Vehicles should be parked at the parking zone. Nobody will be allowed to park vehicles in the campus after college timing. Do not park vehicles outside the campus.

**(19)** Smoking and pan, mava masala chewing are strictly prohibited in the campus. Those who spit pan or mava masala will be punished.

**(20)** Strict action will be taken against students who do not keep mobile phones switched off in the class room and on the lobby and will be charged a fine of Rs. 1000.

**(21)** Parents of every student have to meet the principal once in every term compulsorily.



(22) The admission of the students involved in ragging will be cancelled.

(23) Students may have to pay a fine upto Rs. 1000/- for any kind of irregularity, misconduct & misbehavior.

(24) College does not assume any responsibility for any loss, theft, damage or any other cause to your personal vehicle caused while it is parked or driven on college property.

(25) College does not assume any responsibility for any loss, theft, damage to your personal belongings.

(26) It is mandatory for the students to make use of online processes and technology for the purpose of study, assessment, extracurricular activities and administrative work.

(27) Every month irregular students will be required to bring their parents (both mother & father) to the college and will have to meet the Principal ii person and will be charged a fine of Rs. 1000/- or more if she /he fails to do so.

(28) Students are forbidden to sit in the campus, canteen or hospital area during their regular lectures.

(29) The college does not assume any responsibility for any loss, theft, damage to your personal belongings.

(30) Each student has to devote 5 hours a day for week (including Sunday) for educational and co-curricular activities.

(31) Students are required to maintain decency and formality in their dressing.

### ❖ શિસ્ત અંગેના નિયમો

૧. પરિણામ મળ્યાના છ દિવસ ની અરજી આપવી. આપેલી તારીખ પછી મળેલા ફોર્મ સ્વીકારવામાં આવશે નહીં. જે વિદ્યાર્થી વર્ગખંડમાં અનિયમિત હોય તેઓને ઇન્ટરનલ અને યુનિવર્સિટી પરીક્ષામાં બેસવા દેવામાં આવશે નહીં આથી અનિયમિત વિદ્યાર્થીઓએ આગામી શૈક્ષણિક વર્ષમાં પ્રવેશ ફાળવવામાં આવશે નહીં.

૨. વિદ્યાર્થીને કોલેજના જે તે નીતિનિયમોનું પાલન કરવાનું રહેશે. નિયમો ભંગ કરનાર વિદ્યાર્થીઓ પર કાયદાકીય પગલાં લેવામાં આવશે.

૩. કોલેજની ઇન્ટરનલ ટેસ્ટ (આંતરીક પરીક્ષા) માં હાજર રહેવું ફરજિયાત છે. જો વિદ્યાર્થી બિમાર હોય તો તેના વાલીએ લેખિતમાં લખી આપવું પડશે સાથે મેડીકલ સર્ટિફિકેટ પરીક્ષાના ત્રણ દિવસ અગાઉ આપવાનું રહેશે.

૪. જે પરીક્ષા ની કોઈપણ સત્ર/સેમેસ્ટરમાં ૭૫% હાજરી નહોય તો તેનું નામ રદ કરવામાં આવશે. દરેક તાસના હાજરી લેવામાં આવશે. જો એકપણ તાસમા વિદ્યાર્થી ગેરહાજર રહેશે તો આખા દિવસની ગેરહાજરી ગણવામાં આવશે. જો વિદ્યાર્થી બીમાર હોય તો તેની લેખીત અરજી બીમારીના સાત દિવસની અંદર ડોક્ટરી સર્ટિફિકેટ સાથે આપવાની રહેશે.
૫. જે વિદ્યાર્થીઓં ઇન્ટરનલ ટેસ્ટમાં ગેરહાજર હશે તો તેમને યુનિવર્સિટી પરીક્ષામાં બેસવા યોગ્ય મનાશે નહિ. જે પરીક્ષાઓના ઇન્ટરનલ એસેસમેન્ટ ૫૦% અથવા તેથી વધારે વિષયમાં નાપાસ હશે તો તેમનું યુનિવર્સિટી પરીક્ષાનું ફોર્મ રદ કરવામાં આવશે તેની ખાસ નોંધ લેવી.
૬. જાહેર કરેલી તારીખ અને સમયના દિવસે જ ફી લેવામાં આવશે. તે સિવાયના પ્રવેશ આપોઆપ રદ જશે.
૭. વિદ્યાર્થીઓ પોતાના ફી તાસમાં તેમજ રિશેસ સિવાય કોઈપણ જરૂરી કામ અંગે કોલેજની જ ઓફીસમાં જઈ શકે નહિ.
૮. યુનિવર્સિટીના નિયમાનુસાર દરેક વિદ્યાર્થીઓએ પરીક્ષા ફોર્મ જમા કરવવા અને સમયસર ફી ભરવાની રહેશે કોઈપણ સંજોગોમાં વિલબીત ફોર્મ અથવા ફી સ્વીકારવામાં આવશે નહિ.
૯. કોલેજની સુચના અનુસાર વિદ્યાર્થીઓએ પોતાના ઓળખપત્ર તેમજ લાઈબ્રેરી રીડર ટિકિટ લેવાના અથવા રિન્યુ કરવવાના રહેશે. આ ઓળખપત્ર કોઈપણ પ્રકારની તપાસ વખતે હાજર(રજુ) કરવવાના રહેશે. જો આઈ કાર્ડ ખોવાઈ જાય તો કોલેજની લાઈબ્રેરીમાંથી ડુપ્લીકેટ કાર્ડ મેળવી લેવો.
૧૦. વિષય પસંદગી એકવાર કર્યા બાદ પાછળથી વિષય ફેરવી શકશે નહિ.
૧૧. જે વિદ્યાર્થી કોલેજ સ્ટાફ સાથે ગેરવર્તન કરશે અથવા કોલેજની સંપત્તિને નુકસાન પહોચાડશે તો તેમની સામે કડક પગલા લેવામાં આવશે. કાયદાનો ગંભીર ભંગ કરનાર વિદ્યાર્થીનું એડમિશન (પ્રવેશ) રંદ થશે.
૧૨. કોલેજ ના પટાંગણમાં બહારના વ્યક્તિને લાવનાર સજાને પાત્ર થશે.
૧૩. વિદ્યાર્થીઓએ કોલેજના સ્ટાફની સૂચનાનું પાલન કરવાનું રહેશે . જે સૂચનાઓનું પાલન નહિ કરે તેમની સામે કડક પગલાં લેવામાં આવશે.
૧૪. પરીક્ષા દરમિયાન જો કોઈ વિદ્યાર્થી ગેરરીતિ કરતા પકડાશે તો તેને ફરીથી પરીક્ષા ખંડમાં બેસવા દેવામાં આવશે નહિ.
૧૫. જે વિદ્યાર્થી લેકચર દરમિયાન ગેરહાજર રહેશે અથવા તો તે દરમિયાન કોલેજના પટાંગણમાં રખડતા જોવા મળશે તો તેમનું એડમિશન રદ કરવામાં આવશે. બિનજવાબદાર વિદ્યાર્થીઓએ બીજા સત્રમાં પ્રવેશ મળશે નહિ.

૧૬. એડમિશન વખતે જો અધુરી કે ખોટી માહિતી આપવામાં આવશે તો તેનું એડમિશન રદ કરવામાં આવશે.
૧૭. કોલેજના વિદ્યાર્થીઓ બીજા કોઈ પણ સંસ્થાના લેકચર આ કોલેજના સમયમાં ભરી શકશે નહિ અને બીજે કોઈપણ જગ્યાએ નોકરી પર જોડાઈ શકશે નહિ.
૧૮. વાહનોને પાર્કિંગ ઝોનમાં જ પાર્ક કરવાના રહેશે. કોઈપણ વાહન કોલેજના પટાંગણમાં પાર્ક કરવા નહિ. કોલેજના સમય પછી કોઈપણ વાહનને કોલેજના પાર્કિંગ ઝોનમાં પાર્ક કરવા દેવામાં આવશે નહિ.
૧૯. કોલેજના પટાંગણમાં ધૂમ્રપાન અને પાન- માવા –મસાલા ખાવાની સખત મનાય છે. જો પાન- માવા –મસાલા ખાઈને થુકસે તો તેમને સજા કરવામાં આવશે.
૨૦. વર્ગ અને લાઈબ્રેરીમાં મોબાઇલની સ્વીચ બંધ ન રાખનાર વિદ્યાર્થીઓ સામે કડક પગલા લેવામાં આવશે અને રૂા ૧૦૦૦/- સુધીનો દંડ વસુલ કરવામાં આવશે.
૨૧. દરેક વિદ્યાર્થીઓના વાલીએ દરેક સત્ર દરમિયાન આચાર્યશ્રીને ફરિજયાત મળવાનું રહેશે.
૨૨. કોઈપણ વિદ્યાર્થીઓ ‘રેગિંગ પ્રવૃત્તિ’ માં સકડાયેલ હશે તો તેમનો પ્રવેશ રદ કરવામાં આવશે.
૨૩. અનિયમિત તથા અસભ્ય વર્તન કરનાર વિદ્યાર્થીઓ પાસે રૂા ૧૦૦૦/- સુધીનો દંડ વસુલ કરવામાં આવશે.
૨૪. કોલેજ પાર્કિંગ માં પાર્ક કરેલા વાહનોની ચોરી થાય કે નુકસાન થાય તે માટે કોલેજ જવાબદાર નથી.
૨૫. કોઈપણ વિદ્યાર્થીની મોબાઇલ કે કોઈપણ અંગત ચીજ વસ્તુની કોઈપણ પ્રકાર ની જવાબદારી કોલેજની રહેશે નહિ.
૨૬. વિદ્યાર્થીઓએ સમગ્ર અભ્યાસકાર્ય મૂલ્યાંકન, સહઅભ્યાસ પ્રવૃત્તિઓ, વહીવટ અને સંચાલન અંગે સમ્પૂર્ણ ઓનલાઇન સાધનો અને પ્રક્રિયાઓના ફરિજયાત ઉપયોગ કરવાનો રહેશે.
૨૭. અનિયમિત વિદ્યાર્થીઓએ મિત્રોએ ફરિજયાત પોતાના માતા-પિતા સાથે પ્રતિ માસ આચાર્યશ્રીની રૂંબરૂ મુલાકાત લેવાની ફરજિયાત રહેશે. અન્યાય જે તે માસ દીઠ રૂપિયા ૧૦૦૦/- કે તેથી વધુ દંડ વસુલ કરવામાં આવશે.
૨૮. નિયમિત લેકચર દરમિયાન વિદ્યાર્થી મિત્રોને કોલેજ કેમ્પસ, કેન્ટીન કે હોસ્પિટલ વિસ્તાર માં બેસવાની સખત મનાય છે.
૨૯. કોઈપણ વિદ્યાર્થીની મોબાઇલ કે કોઈપણ અંગત ચીજવસ્તુની કોઈપણ પ્રકારની જવાબદારી કોલેજ ની રહેશે નહિ.
૩૦. શૈક્ષણિક તથા ઈતર પ્રવૃત્તિ માટે પત્યેક વિદ્યાર્થીએ અઠવાડીયામાં દરરોજ પાંચ કલાક કોલેજ આપવાના રહેશે. (રવિવાર સહિત)

૩૧. પ્રત્યેક વિદ્યાર્થીએ સુયોગ્ય – સુવ્યવસ્થિત કપડા જ પહેરવામાં રહશે.

### 1.10 Safety of Students on and off Campus

As per the UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions, institute has taken measures for the same. Institute believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education. Measures are taken to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural.

- The entry point of the institute is manned by security guards and the I-cards are checked at the entrance.
- The bags and other belongings of students / visitors is also examined manually in order to secure a weapon-free and violence-free campus.
- The institute has deployed the Online & Manual way of marking student attendance to curb proxy. Such digital mechanism has enabled HEI to keep an eye on a student's movement and whereabouts in failsafe manner.
- The students and staff have been provided easily identifiable and authentic ID cards and wearing of such cards is compulsory in the institutional premises.
- Helpline numbers have been flashed in the college prospectus and notice boards to curb ragging. The institute abides by and implements all the provisions contained in CGC (Curbing the Menace of Ragging in Higher educational Institutions) Regulations, 2009.
- The institute has installed the I-notice board application through which emergency message can be sent within minutes of the occurrence of an incident.
- The students are encouraged to become Friends of Police.
- The institute has ensured that provisions contained in UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012 are observed by teaching & non-teaching staff, students and other stakeholders in letter and spirit. Discrimination, verbal or behavioral, based on the caste, religion. Colour, nationality sex, gender. Sexual orientation and social status is strictly prohibited.
- The institute has in place the Class Advisor System and these teachers also provide Counseling. They act as the guardians of students and remain in close touch with the students though out the year and try to cater to their emotional and intellectual needs. In case of any irregularity or failure the parents are informed and the principal meets the parents in person.
- Parents-teachers Meet (PTM) is organized so that grievances and gaps in system can be addressed and resolved. Online complaint registration system has also been launched.
- Medical facilities are available as the Trust runs the Jivan Jyot Hospital just adjacent to the college.

- Fire extinguishers have been installed. Mock drills for fire situation are undertaken at least once in a semester.
- Talks by officials of police and public administration departments and informative audio-video lectures are arranged at least once in a semester covering issues related to the safety of personal belongings, vehicles, personal information, ATM, special event safety, defensive sprays and so on.
- Self-defense training is provided to women students.
- Talks are arranged on healthy relationships and healthy sexuality, emphasizing the importance of communication and respecting personal boundaries.
- Safety of students is a prime motive while they are on Excursion! Toms/Academic trips etc.
- Institute has made sure that excursions & tours are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher. The college works out the itinerary and travel plan well in advance and circulates it amongst the parents/guardians of the students who are setting out on journey.

## CHAPTER-II

### Student Council Constitution 2017 - 18

As per the constitution of the Student Council for colleges affiliated to Veer Narmad South Gujarat University. The following terms and conditions have been agreed upon. To contest elections for the varied posts of Students' Council. All contestants including the students will have to strictly abide by the rules.

On account of misappropriation of rules, misconduct & misbehavior a student can even be debarred and his admission can be treated as cancelled by the orders of the President of the Students' Council (Principal).

1. Canvassing for elections should be stopped in the college campus before 24 hours of the time of elections.
2. Each contestant will have to seek permission in writing for canvassing from the Principal.
3. Graffiti is strictly prohibited. Sticking posters, Hoarding, Pictures. Wall displays for elections is prohibited in the college campus.
4. Canvassing for elections can be done only verbally or in a written form through pamphlets.
5. Personal comments, criticism of the opponent is to be avoided during canvassing.
6. I-card is a must for casting vote. A student would be allowed to enter the college campus on the day of election only after producing an I-card. If a student forges the use of I-card and is found guilty. She/he would be punished.
7. Issues like Religion. Caste, Class, should not be touched upon during canvassing.
8. Voters should not be bribed or forced.
9. Outsiders would not be allowed entry in the college campus on the day of election.
10. Vulgarity and Indecency during canvassing or celebration after election would not be tolerated.
11. Not more than Rs. 2000/- should be spent for canvassing or celebration. In a two weeks time, the expenditure statement along with evidences should be submitted to the authorities.
12. Students resorting to violence. Mischief threat, kidnapping would be liable for strict punishment by the principal.
13. Any student found misbehaving with the staff. Principal would be liable for strict punishment.

14. Loudspeakers and Vehicles should not be used for canvassing.
15. Within 48 hours after the election, all the contestants should gather and clean the college campus.
16. To file the nomination for a class representative a student is required to deposit Rs. 200!- along with the form.
17. Graffiti is strictly prohibited. Nothing should be written on the walls, windows, doors, furniture in the college campus.
18. Canvassing literature like bill hoards, sign boards. Pamphlets etc. should not be stuck on the walls.
19. No pamphlets or hand bills should he hung in the classroom.
20. If college furniture like table, chairs, electric fitting, fans etc. are found to be tampered with, the cost would be deducted from the deposit money, any other loss would also he recovered of the contestant.
21. Any student found shouting slogans in the college campus or lobby would be strictly punished.
22. During or after election, no outsiders other than the bonafide students of the college would be allowed an entry in the campus. No hearing of an outsider before the Principal of election committee would be entertained.
23. No personal comments or allegations should he made against the opponents.
24. More than 2000/- Rs. cannot be spend on canvassing or on the celebration of victory in elections.
25. A contestant for class representative will have to canvass in his / her class itself.
26. A candidate found misbehaving or ignoring the instructions of teachers during election would be strictly punished. A candidate found threatening or terrorizing would be liable for cancellation of admission.
27. No mischief would be allowed during the counting of votes. Playing with colours after the declaration of results is prohibited in the campus. Students found bursting crackers would be severely dealt with.
28. Instruction of election officials will have to be strictly followed. Authority's decision would be final.
29. In ease of a tie, election result would be decided by a lucky draw.

30. As per the constitution, apart from seats reserved for lady students, all other seats would be open for students. A student (Male / female) winning the highest number of votes on an open seat would be declared a winner.

31. For the entire election process and administration a committee has been formed comprising the following members of the staff. Candidates are requested to meet them. After the decision of the committee, a written application could be forwarded to the president. Guidelines and instruction of the committee will have to be strictly followed:

(1) Prof. R. D. Jha (2) Prof. H. B. Patel (3) Prof. Dr. R. D. Rana (4) Prof. B. D. Patel 12  
(5) Prof. H. D. Dave

For Legal Advice: - (1) Prof. Dr. R. N. Sadri (2) Prof. R. D. Jha

32. Students are instructed to leave the campus after casting the vote. For the counting of votes only the contestant would be allowed to remain present in the classroom.

33. Voters should put (X) before the candidate's name. Nothing else should be written and no sign should be inscribed on the ballot paper.

34. No candidate or supporter of the candidate should canvass or distribute pamphlets on the Election Day.

35. Identity card is a must for casting vote. Any illegal use of identity card by a student is strictly prohibited and the students would be liable for punishment and the contestant found responsible for this illegal act would have to lose his candidature.

36. All students except candidates will have to leave the college campus after the election is over.

37. Students' resorting to violence, mischief, fights and kidnapping during election would be punishable by the principal.

38. No student would be allowed entry inside the campus between 5.30p.m. and 7.00 a.m.

39. A student who once files his name as a proposer or as a Supporter for one candidate will not be eligible to stand for another Candidate. He / She also would not be entitled to file the nomination for class representative.

40. Each and every student IS responsible for disciplined and peaceful election process.

41. Any student found misbehaving with the principal, staff members and election officials on the day of election would be liable to strict punishment by the principal.



### **Guidelines for the Nomination**

1. The nomination forms would be scrutinized prior to the election.
2. A photograph of the candidate should be affixed on the nomination form.
3. The birth date of the candidate should be correct.
4. Roll no. of the candidate should be correct
5. The proposer and the Supporter should be from the same division from which the candidate is contesting the election. They should have signed the form.
6. The candidate, proposer and the supporter should not have any charges of involvement in any illegal activity, malpractice, or violation of disciplinary rules.
7. The form should be duly signed by parent or guard Ian
8. The date of filing the form should be written.
9. One copy of the constitution carrying the candidate's signature should be attached with the nomination form. The form should be duly signed by the parent / guardian.
10. The student's name should be written in short.
11. Academic year should be mentioned.
12. Candidate, proposer and the Supporter should not have any past record of any malpractices in the examination
13. One student can propose only one candidate.
14. One student can support only one candidate.
15. The original leaving certificate should be enclosed.
16. A student contesting for the post of class representative should not have any A.T.K.T. (Allowed to keep Terms) in the previous exam.
17. Contestants and the winners should have a minimum attendance of 75%.
18. A student in his/her academic career can contest for the post of G.S. and C.R. only once and twice respectively.

19. A contestant should not have any record of criminal case registered against him. Moreover, there should be no case of misbehavior malpractice against him, in the college, university or any other institution.

20. Candidates should submit along with the nomination (any two identification proofs) the original School Leaving certificate, one self attested copy, a passport size photo, copy of the driving licence and copy of PAN card (for age proof) F.Y.B.Com. Students should submit a Copy of the thalassemia test report also with the nomination.

21. Candidate, proposer and supporter have to submit a copy of the I - Card (both Sides) & Fee Receipt. It is compulsory

22. The students who are above 18 years of age will have to enclose a copy of the Employment Registration Number.

23. The final decision in any matter would be of the Principal.

## CHAPTER-III

### INSTITUTIONAL CODE OF CONDUCT FOR STAFF

#### **3.1 DISCIPLINE**

- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
  - Gender/sexuality/age/marital status.
  - Pregnancy or likelihood of pregnancy.
  - Physical features, disability or impairment (physical disability or medical status).
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment/individual student.

#### **3.2 LEAVES**

- Staff shall get casual leaves, medical leaves, earned leaves and vacations as per Rules of VNSGU and Management of Jivan Jyot Trust.

## CHAPTER-IV

### CODE OF CONDUCT FOR TEACHING-STAFF

#### **4.1 DISCIPLINE**

- The Faculty Member should report to the college at least 10 minutes before the commencement of the college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

#### **4.2 LEAVES**

- Whenever a faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ invigilation. In case of emergency, the Principal or Chairman of Time Table Committee must be informed with appropriate alternate arrangements suggested.

#### **4.3 CONTINUOUS ASSESSMENT**

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The Staff should get the feedback from students and act/adjust the teaching.
- The Staff should interact with the Principal and Head of the departments or Class advisor and inform him/ her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain Teaching Dairy.

##### **4.3.1 CLASSROOM TEACHING**

- The Staff should engage the full 55 minutes lecture and should not leave the class early.
- The Staff should use “Information Communication Technology (ICT)” for effective delivery of lectures.
- The Staff should encourage students asking doubts/questions.
- The staff should take care of slow learner students and pay special attention to their needs.

- The staff should motivate the students and bring out the creativity/originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
  - Engaging students in their learning.
  - Working to achieve high level outcomes for all students.
  - Maintaining records to manage, monitor, assess and improve student learning.
  - Using research and student achievement data to inform professional practice.
  - Engaging in reflective practice and developing their professional knowledge and teaching skills.
  - Supporting the personal and professional development of others.
  - Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development.
  - Assisting in developing and mentoring less experienced staff members.
  - Accepting responsibility for their own professional learning and development.

#### **4.3.2 ASSIGNMENTS/TERM PAPER/VIVA**

- In problem oriented subject, regular test have to be conducted.
- The Assignment problems to be provided to the students a week prior to the actual class.
- Internal Test, Assignment/term paper submission and viva examination must be conducted as per the academic calendar.

#### **4.3.3 APPRAISAL REPORT**

- All the staff members are required to submit their self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminar/workshops/conference, after obtaining necessary permission from the Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Principal in academic, co-curricular or extra-curricular activities.

## CHAPTER-V

### CODE OF CONDUCT FOR SUPPORTING STAFF

#### **5.1 ADMINISTRATIVE STAFF**

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

#### **5.2 ACCOUNTANT**

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

#### **5.3 STUDENT SECTION**

- Student section should
  - Ensure the eligibility of the students and prepare related documents to submit them to Veer Narmad South Gujarat University within prescribed time limit.
  - Ensure the student document verification by Veer Narmad South Gujarat University within time limit.
  - Submit the student Pro-rata, eligibility and student insurance to Veer Narmad South Gujarat University.
  - Ensure timely submission of examination forms to Veer Narmad South Gujarat University.
  - Ensure caste certificate/caste validity from concern divisional office.
  - Provide all necessary student data to prepare various committee reports.

#### **5.4 CLERK**

- Clerk should maintain service book of all staff of the Institute.

- Clerk should maintain college level/department level all document files.

#### **5.5 PEON**

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of Offices, class and staff rooms.
- Peon should do all the work assign by the staff members.
- Peon should not leave the office until and unless the higher authority permits.

## CHAPTER-VI

### CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the developments of the Institute.
- The Principal should encourage Faculty Members to update their Knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International/Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
  - As it deems necessary to ensure that this Code of Conducts conforms to applicable Laws
  - Meets or exceeds Institute standards and any weaknesses
  - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meeting of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The principal should ensure that the long term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.



## CHAPTER-VII

### PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.