

Government Commerce College, Gandhinagar

Handbook on : Code of conduct for students

[a] Conduct

The codes depicted underneath shall apply to all sorts of conduct of students within the college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the institution's interests or reputation.

An orientation programme is conducted in the first week for the students of the first semester, where all the students are informed about the basic amenities and infrastructure of the college and the college staff is introduced. The students are informed to be abided by the framed codes and have to also affirm that,

- (i) The student shall be regular in the classes and must complete his/her studies in the institute.
- (ii) The college believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the institute's interests and reputation substantially.

The various forms of misconduct, the students should refrain from, include:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying institute's property or property of other students and/or faculty members & support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the college.
4. Inability to produce the identity card, issued by the institution, or refusing to produce it on demand by college staff/campus security personnel.
5. Participating in activities including: i) Organizing meetings and processions without permission from the institution; ii) Accepting membership of religious or terrorist groups banned by the institution and/or by the government of India; iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy; iv) Unauthorized possession or use of harmful chemicals and banned drugs. v) Smoking/Chewing tobacco within the college campus. vi) Possessing, consuming, distributing and selling of tobacco in the campus of

the institute. vii) Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles etc. viii) Rash driving/honking on the campus that may cause any inconvenience to others.

6. Students are expected not to interact, on behalf of the institution, with media representatives or invite media persons on to the campus without the permission of the institute authorities.

7. Students are not permitted to do recording of either audio/video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.

8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.

9. Students are expected to be careful and responsible and exercise restraints while using the social media. They should desist from posting derogatory comments about other individuals of the institute and refrain from indulging in such other related activities having grave effects on the reputation of the institute.

10. Thievery or abuse of institution's computers and/or other ICT instruments and institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of teaching/support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.

11. Causing damage to, or destruction of any property of the college, or any property of others on the institution premises would invite punishment.

12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable. If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

[b] Academic integrity: Every pupil of the institution should feel responsible to ensure the highest standards of academic integrity.

The principles of academic integrity require that a student should

- i) Make sure that all assignments in a course are submitted by his/her own.
- ii) Cheating/copying during examinations and copying of homework assignments is strictly prohibited.

- iii) **Allowing or facilitating copying, or writing a report or taking examination for someone else.**
- iv) **Signing another student's name on an assignment, report or attendance sheet.**

(c) Conflict of interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, working on committees, consultancy, etc. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

[C] Anti-ragging:

The institution has a coherent and 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 (hereinafter referred to as the 'UGC regulations')'. The UGC regulations have been framed in view of the directions issued by the honourable supreme court of India to prevent and prohibit ragging in all Indian educational institutions and colleges. The said UGC regulations shall apply mutatis mutandis (with due/proper modifications) to the institution.

Ragging constitutes one or more of the following acts:

- a) **Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;**
- b) **Indulging in rowdy or undisciplined activities by any student/s which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;**
- c) **Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torture or embarrassment so as to adversely affect the physique or psyche of such a student;**
- d) **Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;**
- e) **Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;**
- f) **Any act of financial extortion or forceful expenditure burden put on a student by other students;**

g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;

i) Any act that affects the mental health and self confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-ragging committee: The anti-ragging committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

Anti-ragging squad: To render assistance to students, an anti-ragging squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hotspots in the college. The squad can also investigate incidents of ragging and make recommendations to the anti-ragging committee and shall work under the guidance of the anti-ragging committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the anti-ragging committee:

a) Suspension from attending classes and academic privileges.

b) Withholding/ withdrawing scholarship/ fellowship and other benefits.

c) Debarring from appearing in any test/ examination or other evaluation process.

d) Withholding results.

e) Suspension/ expulsion from the hostel.

g) Cancellation of admission.

h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

i) In cases where the persons committing or supporting the act of ragging are not identified, the institute shall resort to collective punishment.

j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the institute with the local police authorities. The anti-ragging committee of the institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

[d] Gender discrimination and allied harassment: The institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the institute which can be accessed and reviewed by the students as per the sexual harassment of women at workplace (prevention, prohibition and redressal) act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Government Commerce College

Handbook on : Code of conduct for teachers

Being the cadres of Gujarat Higher Education service, the teachers of this college should follow the code of conduct laid down in Gujarat government service rules (https://gad.gujarat.gov.in/Personnel/images/pdf/GSC_Conduct_Rules-1971-Eng.pdf). But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this institution encompasses the following:

[a] Professional values:

(i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

(iii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

(iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

(v) The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.

(vi) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

[b] Professional development and practices

(i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.

(ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.

(iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.

(iv) The teacher will have to carry out the institution's educational responsibilities such as conducting admissions, examinations and so on. He should also be participating in extra-curricular activities of the college as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

[c] Professional integrity:

(i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications and other qualifications.

(ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

(iii) Private tuitions must be avoided.

(iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[d] Professional collaboration:

(i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.

(ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

(iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

(iv) Teachers should refrain from responding to unnecessary political motivations.

(v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The institution should hold joint meetings before upholding any decision regarding the college.

(vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the institution.

(vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

Government Commerce College, Gandhinagar

Handbook on : Code of conduct for support staff

Being the employees of the government of Gujarat, all the support staff of this college should follow the code of conduct stipulated by the state government. (https://gad.gujarat.gov.in/Personnel/images/pdf/GSC_Conduct_Rules-1971-Eng.pdf).

The college has put forward its code of ethics for the support staff along the following lines.

Professional conduct

(i) The support staff should acquaint themselves with the college policies and adhere to them to their best ability. (ii) Each of them should perform the duties he has been assigned sincerely and attentively as well as with accountability. (iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the college authority. (iv) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace conduct

(i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities. (ii) They should also be responsible for the proper use and maintenance of college equipments and furniture. (iii) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters. (iv) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them. (v) The support staff should show no discrimination on basis of gender, caste or religion.

Professional relationship

(i) Interactions between support staff and students are frequent as for example during counselling, admissions, examinations and so on. On a regular basis the students come into contact with support staff in libraries and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

(ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled cordially and not through aggressive behaviour, as the progress of an institution depends upon mutual goodwill and trust.

(iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

(iv) The support staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

CODE OF CONDUCT

CODE OF CONDUCT FOR PRINCIPAL, TEACHERS AND STUDENTS

Code of Ethics for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

Code of Ethics for Teachers

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality education to pupils.
- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.

- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators.
- Help, guide, encourage and assist students in their learning.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

Code of Conduct for students

1. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
2. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
3. The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-

education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.

4. During leisure hours, students are advised to use the library, and internet browsing centre.
5. During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
6. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
7. Late comers are forbidden from entering the classrooms.
8. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
9. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
10. Defacing the blackboards of walls will be severely dealt with.
11. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
12. Students should stay away from any anti social activities.
13. Students should stay wear their identity cards inside the campus daily.
14. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
15. Ragging in any form is a serious offence and it will be dealt with severely.
16. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
17. Visitors are not allowed to meet the students in the classrooms.
18. Students should take care of their belongings. The institution will not be responsible for any loss.