

SHREE D.K.V. ARTS AND SCIENCE COLLEGE, JAMNAGAR

(AFFILIATED TO SAURASHTRA UNIVERSITY)

CODE OF CONDUCT

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CHAPTER-I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student shall observe and follow the academic calendar of the Institute.
- Any act of indiscipline or misbehavior by any student will attract severe penalties / punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
- Students should not throw litters in the Institute campus. Any student found littering will have to pay fine.
- The fund so collected through these penalties will be used towards student's welfare.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will have to pay.
- No person shall be invited to address or entertain the students of the college, without the previous written permission of authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students'
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

1.2 I-CARD

- The students should take their Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after them produces her Identity Card size photographs along with Admission Receipt and the correctly filled in prescribed form available in the Library.
- The students should collect their I- Card within 15 days from the date of admission.
- The students should carry identity card with them regularly and the identity cards should be produce 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. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card should be reported immediately to the coordinator and the librarian with an application.

1.3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all staff and students.

1.4 DRESS CODE

- We believe in inculcating a sense of discipline and belongingness in the students by observing a dress code.
- Students are expected to wear formal dress throughout the week.

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the class room, Laboratory and Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination.

1.6 RAGGING

What is Ragging?

- Hon'ble Supreme court as per the directions of

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- Ragging means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm.
- Raises Apprehension or fear or shame to a student within or outside an educational institution
- Any act or abuse by spoken words, emails, snails-mails, blogs, public insults.
- Any act of financial extortion or forceful expenditure burden put on a junior student by senior students.
- Any act of physical abuse.
- Any act that affects mental health & self-confidence of students.
- Asking to perform amusing tasks for eg. Dancing, singing, jumping etc. in college or hostel.
- Any injury caused to the fundamental right to human dignity through humiliation heaped on juniors by senior.

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India.

- Cancellation of admission and also debarred from taking admission in any technical institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution for period ranging from 1 to 4 semesters.
- Collective punishment.
- An FIR filed without any exception with local police station.

1.7 ATTENDANCE

- Newly admitted student should report to H.O.D. with duly signed registration form along with the undertaking of Parent/ Guardian.
- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute (H.O.D.) after joining the college she/he has to submit the leave application with medical certificate to H.O.D. Sanction of leave for more than three days will have to be obtained before the fourth day itself and not at the time when the student comes back to college.
- The total number of lectures missed on the grounds mentioned above should not in any case exceed 25%. Grant of permission does not mean that the absence has been condoned for the purposes of computing attendance.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Students should have to take prior permission (written) of the H.O.D. to remain absent from any activity of Institute.
- The student should complete of all Practical's and Term – work such as Journals, Drawing Sheets, Seminar or any other assignment as per schedule.

1.8 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination.
- Candidates should not communicate with one another in any manner whatsoever during the examination.

- A candidate is permitted to bring the following items to an exam: pen, pencil, drafting instruments, and, if specifically permitted, electronic calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university ordinance

1.9 GENERAL

- Loud/impolite talk/use of unparliamentarily language which offends the listener would be dealt with seriously.
- Expected to spend their free time in the Library/Reading Room.

CHAPTER-II

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 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 time 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.
- Staff must attend all functions of college as per the instructions of Principal of the college.
- 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)
- Every staff should maintain absolute integrity and devotion to duty and not to act which is unbecoming of an employee of an educational institution.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institute goals.
- Every staff should strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his/her duty.
- 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.

2.2 LEAVES

- Staff shall get casual leaves, medical leaves, earn leaves and vacations as per Rules.

CHAPTER III

CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, the utilization of stipulated 18 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

3.2 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 / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3.3 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- 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 appropriately.
- Every Faculty Member should maintain academic record book.

3.3.1 CLASSROOM TEACHING

- The staff should engage the full 55 minutes and should not leave the class early.

- The staff should make use “Information Communication Technology (ICT)” for effective delivery.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in special classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make themselves 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 and helpful
 - assisting in developing and mentoring less experienced staff
 - accepting responsibility for their own professional learning and development

3.3.2 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models and charts.

3.3.3 TEST/ASSIGNMENTS

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.

- Test, prelim, submission and practical examination must be conducted as per the academic calendar.

3.3.4 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 seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- 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 with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

CHAPTER IV

CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Confidential report of the document 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.

4.2 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 finances of establishment.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Account should provide all the necessary account statement and documents for various committees of the institute.
- Account should provide all the necessary account statement for the yearly account audits.

4.3 STUDENT SECTION

- Student section should
 - Enter student information through software
 - Ensure the eligibility of the students and prepare related within time limit
 - Ensure the student document verification within time limit
 - Submit the student Prorata, eligibility and student insurance to University.

- Ensure cast certificate/cast validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

4.4 LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related works.
- Lab assistant should maintain attendance register
- Lab assistant should keep experimental setup ready before conduction of the experiment.
- Lab assistant should ensure the cleanliness of laboratories.

4.5 LAB ATTENDANT

- Lab attendant should assist the lab assistant to carry out the lab related responsibilities.

4.6 CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

4.7 PEON

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

CHAPTER V**CODE OF CONDUCT FOR HEAD OF DEPARTMENT**

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - (i) Head of Department/ Professor 8 hours / week
 - (ii) Associate Professor 16 hours / week
 - (iii) Assistant Professor 18 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly meetings of the department staff to overview the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to publish text books, research papers in reputed International / Indian Journals / Conferences
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit to the Principal.

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 good order of the Institute.
- 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 disciplinary action as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development 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 publish text books, research papers in reputed International / Indian Journals / Conferences.
- 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 Conduct 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 meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.

- 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 by the Institute.
- The Principal should ensure that the long-term and short-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 to the Management.
- The Principal shall responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

CHAPTER VII**CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE**

- There shall be a separate College Development Committee consisting of the following members, namely :-
 - One head of department, to be nominated by the principal
 - Three teachers in the college, elected by the full-time amongst themselves out of whom atleast one shall be woman
 - One non-teaching employee, elected by regular non-teaching staff from amongst themselves
 - Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
 - Co-ordinator, Internal Quality Assurance Committee of the college
 - President and Secretary of the College Students' Council
 - Principal of the college - Member - Secretary.
- For a college or institution managed and maintained by the State Government.
- The College Development Committee shall meet at least four times in a year.
- The College Development Committee shall,-
 - prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 - decide about the overall teaching programmes or annual calendar of the college
 - recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts

- take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- make specific recommendations to the Principal to foster academic collaborations to strengthen teaching and research
- make specific recommendations to the Principal to encourage the use of information and communication technology in teaching and learning process
- make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- make recommendations regarding the students' and employees' welfare activities in the college or institution
- discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- frame suitable admissions procedure for different programmes by following the statutory norms
- plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
- recommend the distribution of different prizes, medals and awards to the students.
- prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university

CHAPTER VIII

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 staffs are representing the Institute.
- Avoid any activities that would involve us 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.