

**Shri R.K. Parikh Arts and Science College,
Petlad-388450**

Estd: 1946

(Managed by Petlad Education Trust)

Accredited by NAAC: Grade - B+

**Affiliated to Sardar Patel University,
Vallabh Vidyanagar-388120**

Code of Conduct

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CHAPTER-1

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar determined and declared by the college. Academic calendar will be displayed on college website.
- Students are required to remain present in the classes as well as laboratories as per the timetable declared by college.
- Any student will not be allowed in the mid-semester or end-semester examination, if students don't fulfil the minimum presence required as per the rules and regulations of Government and University.
- It is advisable to students that he/she should be established and maintain good association with their mentors.
- Any act of indiscipline or misbehaviour by any student will attract punishment.
- Damage to property of college and/ or campus due to negligence/lack of care would be attract punishment and compensation for loss caused, determined by authorities.
- Students shall only use the waste bins for disposing waste materials in classrooms, laboratories and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in specified places for Girls and Boys in parking area only. Any student found breaking the rule will be punished.
- No person other than parents shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in any anti-national, anti-social, anti-institutional, communal, immoral or political expressions and activities within the Campus.
 - ✓ Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits or picnic shall be accompanied by the faculty members after obtaining necessary written 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 breach of law or criminal activity within the College Campus will be reported to the police.

1.2 I-CARD

- Every student must carry with him/ her college I-card everyday while attending lectures, practical and appearing for various examinations. The student should take his/ her Identity Card and Library Card for Home Lending facility from the Library.
- I-Card will be available within stipulated time after he/ she produces his/ her documents mentioned through written notice.
- The student should collect his / her I- Card within 15 days from the date of admission.
- The student should carry identity card regularly and it should be produced when demanded by the authorized persons of the college.
- If student has lost library card or I-card, it should be reported immediately to the Mentor/ HOD and the librarian along with a written application.

1.3 HUMAN VALUES

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

1.4 DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a proper sartorial.
- Students are expected to wear proper formal dress while on college campus.

1.5 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 examination hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' own risk. No college authorities will be responsible of such loss.

1.6 RAGGING

- Action to be taken against students indulging and abetting in ragging as per the Directions of Hon'ble Supreme court of India and UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, which is appended as Annexure (1).
 - ✓ Cancellation of admission and also debarred with remarks regarding for taking admission in any institution in India.
 - ✓ Suspension from attending classes.
 - ✓ Withholding/Withdrawing scholarship/ fellowship and other benefits.
 - ✓ Debarred from appearing in any test/examination or other evaluation processes.
 - ✓ Withholding and or cancellation of results.
 - ✓ Debarred from representing the institution in any regional, national or international meet, tournament, youth-festival or any other such events etc.
 - ✓ Suspension/ expulsion from the institution.
 - ✓ Collective punishment if larger number of students are involved in the act of ragging.
 - ✓ An FIR filed without any exception with local police station.

1.7 ATTENDANCE

- 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, without satisfactory and valid reason/s, shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, end-semester examination conducted by the college and/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 Travel Concession as per the rules and regulations of Indian Railways and Gujarat State Road Transport Corporation will be allowed only for eligible students after furnish the required documents, such concession passes can be used by students in consonance with the rules and regulations of issuing authorities.
- The student should complete all the Practical's and Term-work such as

Journals, Assignments, quizzes, Projects etc.

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. If the mobile is seized by, block-junior supervisor, senior supervisor, examination coordinator, Principal or flying squad of University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating/ copy/ writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an examination hall: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment's brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students must follow the rules and regulations as well as ordinances framed time to time by university.

1.9 GENERAL

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

1.10 CODE OF CONDUCT FOR PROJECT

- Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

CHAPTER-2

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff must be punctual, sincere and regular in their approach.
- All the staff Members should follow the rules and regulations of the College as well as Petlad Education Trust, affiliating university and Government of Gujarat as prevalent from time to time.
- All staff of the College 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.
- Staff must attend all functions of the college as per the instructions of conveners 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 to 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 staff member should show no partiality to any segment / individual student.

2.2 LEAVES

- Staff shall get benefits of leaves and vacations as per Rules of Petlad Education Trust, Sardar Patel University and Government of Gujarat.

CHAPTER-3

CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE

- The Faculty Member should report to the college at least 15 minutes before the commencement of 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/ College.

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/ laboratory/ supervision etc. In case of emergency, the Head of the respective Department 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.
- The staff should interact with the coordinators and Head of the departments or student counsellor and inform him/ her about the habitual absentees, slow learner student, objectionable behaviour etc.
- Every Faculty Member should maintain academic record book.

3.3.1 CLASSROOM TEACHING

- The staff should engage the full 60 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 in remedial coaching classes.
- 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

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, charts and innovative methods of teaching for better and improved interaction with students.

3.3.3 TEST/ASSIGNMENTS/MID-TERM/MOCK

- 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, preliminary examination, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

3.3.4 SELF-APPRAISAL

- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after necessary prior permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International/ Indian Journals, Magazines and Periodicals.
- Faculty Members should also author and co-author 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 and co-curricular activities.
- 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.
- The Faculty Member should follow the UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018 and its amendments take place time to time. The UGC regulations-2018 are appended as Annexure (2).

CHAPTER-4

CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Staff should take additional responsibilities if required as assigned by Principal.
- All administrative staff should report the college fifteen minutes before the college time.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyse 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 maintain proper books 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 college authorities as and when needed.
- Accountant should provide all necessary accounting documents and financial statements for quarterly/yearly account audits to Chartered Accountants and/or auditor appointed by Government to review audit periodically.

4.3 STUDENT SECTION

- Student section should
 - ✓ Ensure the eligibility of the students and prepare related documents to submit them to University within stipulated time limit.
 - ✓ Ensure the student documents verification by University within stipulated time limit.
 - ✓ Ensure timely submission of provisional eligibility certificate and/or final eligibility certificate/s, examination forms to University
 - ✓ Ensure caste certificate/caste validity from concern divisional office
 - ✓ Provide all necessary student data to prepare various committee reports

4.4 LAB ASSISTANT

- Laboratory assistant should help the Laboratory in-charge to carry out the Laboratory related work.
- Laboratory assistant should maintain attendance register
- Laboratory assistant should keep the setup ready before conduct of the practical.
- Laboratory assistant should ensure the cleanliness of laboratories.

4.5 LABORATORY ATTENDANT

- Laboratory attendant should help the Laboratory assistant to carry out the Laboratory related responsibilities.

4.6 SENIOR CLERK

- Senior Clerk should maintain college level/department level all document files.
- Senior Clerk should maintain all financial documents/ files in absence of accountant.

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-5

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- The teaching and departmental work load of all the staff should be fixed and distributed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher as per resolution of Government of Gujarat.
- 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, if possible.
- The Head of the Department should arrange periodical meetings of the staff to appraise 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 author text books and publish 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.

CHAPTER-6

6.1 ROLE OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

- In addition to College Principal, Internal Quality Assurance Cell (IQAC) Coordinator is also directly responsible for development of quality culture in the institution through activities supported by Internal Quality Assurance Cell.
- The duties and responsibilities of IQAC are as follows:
 - ✓ Development of quality benchmarks/parameters for various academic and administrative activities of the College and carry out the gap analysis for the College,
 - ✓ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to Cos, POs, PSOs etc.,
 - ✓ Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes,
 - ✓ Dissemination of information on various quality parameters of higher education,
 - ✓ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles,
 - ✓ Documentation of the various programmers/activities leading to quality improvement,
 - ✓ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices,
 - ✓ Development and maintenance of institutional database, through software like MIS, for the purpose of maintaining/enhancing the institutional quality,
 - ✓ Development of Quality Culture in the institution,
 - ✓ Preparation of the Annual Quality Assurance Report (AQAR) and online and/or offline submit to NAAC.

6.2 CODE OF CONDUCT FOR IQAC COORDINATOR

- The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.
- The coordinator of the IQAC may be a senior person with expertise in quality aspects.
- She/he may be a full-time functionary or, to start with, She/He may be a senior academic/administrator entrusted with the IQAC as an additional responsibility.

- The following are the roles and responsibilities carried by coordinator IQAC:
 - ✓ To coordinate the dissemination of information on various quality parameters of higher education
 - ✓ To coordinate the documentation of the various programmes/ activities leading to quality improvement
 - ✓ To coordinate the quality-related activities of the institution
 - ✓ To coordinate the timely and efficient execution of the decisions of IQAC committee

CHAPTER-7

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 College.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the College.
- The Principal should form various college level committees which are necessary for the development of the College.
- 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 College.
- 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 College 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 College.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are noticed to all staff members.
- 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 and short-term development plans of the College in their academic programmes are duly processed and

implemented through relevant authorities, bodies, committees and its members.

- The Principal should forward API report for CAS of concerned staff members of the College and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

CHAPTER-8

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 College.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the College.
- 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.
- Every Staff should treat all students with love and affection and be just and impartial to all irrespective of caste, class, status, religion etc.
- Every staff should strict to a responsible pattern of conduct and character expected of them by the community.
- Every staff should seek to make professional growth continuous through work, study and research.
- The staff should respect the right and dignity of the students his/ her opinion.
- Teacher should complete the syllabus in time.
- Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching learning process is effective and successful.
- The staff must always wear their identity card while inside the college premises.
