



SHETH SHREE B.C.SHAH ARTS COLLEGE,VADALI

GENERAL RULES OF CODE OF CONDUCT FOR EMPLOYEES

FOR PRINCIPAL:

- i. The Principal should have leadership quality abide by rules and regulations.
- ii. To be visionary to execute the vision and mission.
- iii. To encourage qualitative development to teachers, office staff and students.
- iv. Ensure that the staff and students aware of rules, policies and procedure laid down by the college.
- v. To play key role for communication to the authorities.
- vi. Monitor, manage and educate the administration of the institution and take necessary actions based on the stakeholder's feedback.
- vii. Tune with students' educational and other skills and implement properly.
- viii. Execute all kinds of qualitative and quantitative work for the welfare of the institution.
- ix. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- x. Empower all his staff and students to reach their maximum potential.
- xi. Promote seminar/publication and research development activities.

FOR TEACHERS:

- I. The teacher shall be at the disposal of the College full-time and shall serve in such capacity and at such place, as he may, from time to time, be so directed.
- ii. The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the University.
- iii. The teacher shall at all-time maintain absolute integrity, show devotion to his profession and shall do nothing which is unbecoming of a teacher and his profession.
- iv. The teacher shall extend utmost courtesy and attention to all persons with

whom he has to deal in the sphere of his duties. He shall strive hard to promote and protect the interest of the University.

- v. The teacher shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College.
- vi. The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his duties.

However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.

- vii. The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed under these Statutes.
- viii. The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
- ix. The teacher shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.

FOR NON-TEACHING STAFF :

- (a) The Code of Professional Ethics for University and College Teachers (1989) that has been adopted by University Grants Commission (Annexure XX) shall be applicable to all Teachers.
- (b) Employees of the College shall adhere to a responsible pattern of conduct and demeanour expected from them by the community
- (c) Employees of the Colleges shall maintain their private affairs in a manner consistent with the dignity of the profession.
- (d) Employees shall abide by terms of their appointment, Statutes /Ordinances /Regulations/ Rules/ Policies/ Guidelines and Directives issued by authorities from time to time.


GENERAL RULES OF CODE OF CONDUCT FOR STUDENTS:

- (1) Students are expected to adhere to the general code of conduct within and outside the campus. Any instance of unseemly behaviour or conduct that is likely to tarnish the image or reputation of the College would be regarded as a breach of discipline.
- (2) The College shall have the following committees to look into the matters as specified against them:
 - (a) The Student Disciplinary Committee shall consider the report submitted by the faculty or non-teaching staff with regards to breach of proper discipline within the Academic Block and College campus.
 - (b) The Anti-Ragging Committee shall consider the matters for action against the student indulging in ragging etc.
 - (c) The Examination Committee shall look into the report submitted by the Faculty for unfair means and malpractice detected during the examination and thereafter for taking proper disciplinary action against them. The Examination Committee shall inquire into all cases of errors, mistakes, negligence, improper conduct and malpractice of any kind reported or suspected to have taken place at any level in the conduct of the examination by paper setter, moderator, supervisor, officer or employee of the College.
- (1) No student shall argue, shout or have conversations in such a manner as to insult others.
- (2) No student shall loiter during the class hours.
- (3) No student shall smoke, eat or chew tobacco, consume liquor; sedatives/drugs, intoxicating substances, etc., in the University premises or behave in these premises in an indecent or offensive manner.
- (4) Student shall maintain self-discipline and self-restraint in their conduct while in the University. All complaints and grievances, if any, must be resolved in a peaceful, proper and timely manner through the redressal mechanism available in the University.
- (5) Student shall strictly follow the timings of the College.
- (6) Student shall not stay away from any class and shall be asked for written

explanation for the same following disciplinary action in case the students are found to be deliberately absenting.

- (7) No student shall argue, shout or have conversations in such a manner to insult teachers and / or non-teaching staff.
- (8) No student shall ever engage into any type of anti-national activity, terrorist activity or criminal activity.
- (9) The disciplinary actions shall be taken, if a student fails to maintain the Code of Conduct for the students.
- (10) The powers regarding discipline, disciplinary action and imposing punishments shall vest with the principal and the management.
- (11) The principal is empowered to impose any of the punishments to these students as specified in these Statutes in the case of college students.
- (12) The principal is empowered to rusticate the student/s if found guilty.




Principal
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