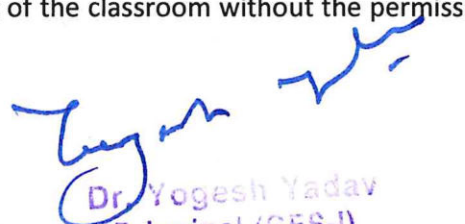


CODE OF CONDUCT FOR STUDENTS


1. The students shall observe and follow the academic calendar of the College.
2. Students are prohibited from indulging in anti-institutional, antinational, antisocial, communal, immoral or political expressions and activities within the Campus.
3. Any act of indiscipline or misbehavior by any students will attract severe penalties / punishment.
4. The students should take his/her Identity Card and Library Card, from the Library at the beginning of the year.
5. The students should carry identity card with her regularly and the identity card should be produce when demanded by the authorized persons of the College.
6. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students.
7. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
8. Mobile phone is strictly prohibited in the exam hall during the examination.
9. Student should be regular in attendance for all sessions during the day.
10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
11. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
12. Loud/impolite talk/use of unparliamentarily language which offends the listener would be dealt with seriously.
13. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.




Dr. Yogesh Yadav
Principal (GES-I)
Shri K. K. Shastri Government Commerce College
Maninagar (E), Ahmedabad.

14. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
15. Students should take care of their belongings. The college will not be responsible for any loss.
16. As per rules and regulation of UGC, Ragging in any form is a serious offence and it will be dealt with severely.
17. Consumption of intoxicants/ psychotropic substances in any form or smoking or chewing *panmasala* etc are strictly prohibited, liable for action.
18. Students should ascertain optimum usage of academic, co-curricular and extracurricular facilities available in campus to make them physically fit, academically competent, mentally alert and socially sensitive.
19. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
20. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
21. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
22. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
23. Students should be honest in all academic activities and with all staff and students.
24. Students should follow all rules of Gujarat University, MHRD, UGC and Government of Gujarat.





Dr. Yogesh Yadav
Principal (GES-I)
Shri K. K. Shastri Government Commerce College
Maninagar (E), Ahmedabad.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. Administrative staff should work in the manner that upholds the dignity of their profession.
2. Administrative staff should have acceptable standard in method, manner and spirit in dealings with students, teaching staff and visitors.
3. Administrative staff should update themselves with changing rule and workings of the Government of Gujarat and the Gujarat University which the college affiliated to.
4. Administrative staff should practice financial responsibility, ensure due process and fair bidding in the expenditure and should not finagle records.
5. Administrative staff should demonstrate courtesy and respect in dealings with students, academic staff and support staff.
6. Administrative staff should not abstain the dues or financial benefits, promotions, withdrawals by any staff members.
7. Administrative staff should maintain transparency in allotment of student's scholarships and ensure timely distribution.
8. Administrative staff should refrain from apprehending any favors from students in preparing their Transcripts, NOC, Bonafide, Certificates etc. and avoid activities that may give rise to a perception of favoritism.
9. Administrative staff should work diligently to ensure the supply of gadgets, material, instruments etc. facilities to academic staff as and when required to perform their job and act promptly to resolve the problem faults occurring in them.
10. Administrative staff should keep vigilance on the working of the support staff and ensure that everybody should stay in clean and healthy surroundings under their surveillance and work comfortably.
11. Administrative staff should be responsible by meeting the required standards for every assigned task.
12. Administrative staff should follow all rules of Gujarat University, MHRD, UGC and Government of Gujarat.





Dr. Yogesh Yadav
Principal (GES-I)
Shri K. K. Shastri Government Commerce College
Maninagar (E), Ahmedabad.

CODE OF CONDUCT FOR TEACHERS

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
3. Prior written permission should be obtained for reporting late in the noon or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
4. All teachers should pursue to inculcate National ideas of education among students.
5. Teacher should respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
6. Faculty members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
7. Faculty members are encouraged to take up Research projects.
8. Faculty members should also attend Faculty Development Programs, Quality Improvement Programs etc. to update their knowledge.
9. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution.
10. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
11. All faculty members should recognize capabilities of students and encourage them to develop.
12. Faculty member should select the Class representative, batch coordinators, cultural representative and sport representative to maintain communication and integrity of the class.
13. Teachers should Establishes a relationship of trust with parents/guardians in the interest of all round development of students.




Dr. Yogesh Yadav
Principal (GES-I)
Shri K. K. Shastri Government Commerce College
Maninagar (E), Ahmedabad.

14. Faculty member should provide counseling on students personal and academic difficulties and try to resolve at their level or communicate to HOD/Principal as the case may be.
15. Faculty member should monitor academic progress of all the students and establish communication between students and parents.
16. Faculty member should encourage students to participate in various co-curriculum and extra curriculum activities to ensure overall development of the students.
17. Faculty member should monitor/ ensure that all the students follow the code of conduct of the College.
18. Faculty members should hold active membership of different professional organization as well as academic organizations and thereby continuously contributing in the improvement of education.
19. Teachers should focus on employment oriented education through vocational courses for skill development.
20. Teachers should follow all rules of Gujarat University, MHRD, UGC and Government of Gujarat.




Dr. Yogesh Yadav
Principal (GES-I)
Shri K. K. Shastri Government Commerce College
Maninagar (E), Ahmedabad.

CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should monitor the administration of the academic programmes and general administration of the College to ensure efficiency and good order of the College.
2. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
3. The Principal should provide leadership, direction and co-ordination within the College.
4. The Principal should ensure that directions issued by the MHRD, Gujarat University and Government of Gujarat are strictly complied with.
5. The Principal should ensure that quality in education and academic services is maintained by the College.
6. The Principal should ensure that the long-term and short-term development plans of the College in their academic program are duly processed and implemented through relevant authorities, bodies, committees and its members.
7. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees.
8. The principal should carry herself with the highest integrity and she has to exhibit outstanding and strong leadership skill.
9. The principal should promote industry institution interaction and inculcate research development activities.
10. The principal should be honest, impartial and ethical in conduct.
11. The principal should execute any other qualitative and quantitative work for the welfare of the college.
12. Being head of the institution, Principal should ensure that the working of the college abides to the Gujarat Government rules and regulations.
13. The Principal should forward confidential report of all staff members of the College and submit to the Government of Gujarat.
14. Principal should promote skill development among students through conducting various training programs for students.
15. Principal should follow all rules of Gujarat University, MHRD, UGC and Government of Gujarat.




Dr. Yogesh Yadav
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Shri K. K. Shastri Government Commerce College
Maninagar (E) Ahmedabad.