



SHRI C. N. P. F. ARTS AND D. N. SCIENCE COLLEGE, DABHOI

CODE OF CONDUCT FOR STUDENTS

The college expects the students to maintain high standards of discipline, ideal behaviour and dress codes to keep up the reputation of our institution. The following guidelines are prepared for strict observation.

I. Identity Cards

- All Students of this college should possess Identity Cards duly signed by the concerned Professor and Principal.
- Without Identity Card none of the student will be allowed to enter the college campus
- If the Identity Card is irrecoverably lost, duplicate Identity Card will be issued only after remitting Rs.50 to the College.

II. Attendance

- Students are not permitted to take leave without permission for the whole or part of a day. Absence without prior leave permission for part of a day will entail forfeiture of attendance for the whole day.
- Students absent from the college for more than fifteen consecutive working days without satisfactory explanation are liable to have his/her name removed from the rolls.
- Leave of absence should be granted by the Principal on the recommendation of the Head of the Department. As far as possible, the permission for leave should be taken in advance. If the reasons of application for leave are not clear or satisfactory, the student will be called upon for explanation or the leave will be refused.
- Application of leave for a period is to be forwarded and granted by the teacher in-charge of the work during that period.
- Application for leave for more than three days at a time should be supported either by a letter from parent/guardian or by a medical certificate in case of illness.
- The minimum attendance stipulated by the University is seventy 20 % of the total number of working days of the academic year.
- Leave for physical education activities will be granted only to athletes representing the College or the University in various matches, tournaments and sports activities.
- Students deputed to participate in matches, tournaments and sports events, should submit his/her leave application duly recommended by the Physical Director to the Head of the Departments (Main subject) for necessary action not later than one week after the event.
- The maximum period for which duty leave can be granted to a student for sports and athletic activities is limited to 20% of the total number of working days.

III. Dress and Behaviors

- Students of the institution are expected to conduct themselves in the best standards of etiquette within and outside the College.
- Soon after admission, every student will be given an identity card which should be put on all the time when the student is in campus.
- Students should maintain adequate silence in the college premises during class hours.
- After the first bell at the end of each working period, an interval of 5 minutes will be allowed during which all the students must re - assemble for the next class.
- Every student should be properly dressed.
- All students are expected to greet the teachers as part of general demeanour.
- No student shall be allowed to leave the classroom without the permission of the teacher or until the class is dismissed.
- Students are prohibited from using mobile phones in the college campus.
- Cinematic dance and fashion parade are prohibited in the campus.
- Ragging of any kind is prohibited in the campus.
- Students are forbidden to organize or attend any meeting in the College or to collect money for any purpose or to circulate any pamphlet without the permission of the principal.
- Any student, who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraudulent or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
- Students are expected to keep the college campus clean and tidy by leaving the waste materials in the waste bins of the campus.
- The students are prohibited from spitting in open spaces or indulging in other similar uncivil acts.

CODE OF CONDUCT FOR TEACHERS

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

I - Responsibility and Accountability

- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

II - Punctuality and Attendance

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Prior written permission should be obtained for reporting late in the morning 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.
- Teachers should sign the attendance register while reporting for duty.
- Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
- Teachers are expected to be present in the college campus atleast 15 minutes before the college beginning time.
- Teachers should remain in the campus till the end of the college hours.

III – Leave

- Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
- Not more than 25% of staff members in a department will be allowed to go on OD / CL / RH on a particular day.
- Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.
- 12 days of causal leave can be availed in a calendar year.
- Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
- All must report for duty on the reopening day and the last working day of each semester.
- Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
- Study leave for higher studies will be granted at the discretion of the management.

IV - Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

- Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Staff members are encouraged to take up research projects.
- Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
- Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.

GENERAL RULES

- 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 or Management.
- Teachers should attend the College neatly dressed, and dress regulations should be followed as the occasion demands.
- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- Teachers are banned from using cell phones while taking classes.
- Teachers must always wear their identity badges while inside the college premises.
- Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
- Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
- Each Department Association must conduct at least three special meetings in each semester.
- Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
- For making any representation to the principal, teachers should give up meeting the principal as a group.
- 17. No representation to any Government authority or University in the name of the college should be made, by any teacher, without the principal
- Duties and Service conditions (standards of conduct) laid by the Government of Gujarat are to be followed.
- HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, and electrical appliances) must be reported to the principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the department clean & tidy.

Non-Teaching

- Non-Teaching staff working in the College office or departments should remain on Duty during college hours (10.30 a.m. to 5.30 p.m.).
- Non-Teaching staff must always wear their identity badge during working hours.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any Loss or damage to any article in the Lab or class room should be reported to the HOD in writing immediately.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the principal at the end of each semester and their signatures obtained.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the college account.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.