



**SHREE MEGHMANI PARIVAR AND
SHREE BHAILALBHAI A. PATEL (DETROJWALA)
UMIYA ARTS AND COMMERCE COLLEGE FOR GIRLS
PADHEGI BETI, PADHEGA DESH**

CODE OF CONDUCT

Core Values of the Institute

Self-Reliance:

We cater to various vocational skills to nurture a modern outlook, scientific caliber and personal enthusiasm.

Social Responsibility:

Social Responsibility is one of the central component of our institute. Besides imparting knowledge and skills to the students, we take on discretionary actions in the making and shaping of a culture of social responsibility in society through a legion of activities that adheres to both competitive heeds and welfare of the society.

Academic Responsibility:

We lay stress on education that leads to beneficial outcomes and learning which can be judged. We strive for unshakeable quality and world class standards of eminence in teaching, learning curricular through numerous disciplines.

Girl's education:

The strategic development of the girl's education was the prime concern of our founders. They recognized the inequality in the society. To eliminate and rectify this, they thought of educating the feminine gender for the overall development of the society thereby invigorating the nation through empowering them. This is reflected in our vision and mission.

Code of Conduct for Students

Each student is expected to abide by following rules for the purpose of Law order and good behaviour.

Responsibilities and integrity

- The traditions and principles of Shri Umiya Arts and Commerce College must be preserved.
- They should act with justifiable Pride for their college.
- students ought to treat everyone with decency and respect.
- All activities should be conducted in an ethical manner with honesty.

Discipline

- Students are not permitted to congregate outside college premises.
- They ought to participate in at least two activities that are likely to uphold the institute's reputation.
- Rules and regulations laid down for conduct in hostels have to be strictly followed by each student.
- Bringing outside gas and friends to college is strictly prohibited.

Attendance

- Attendance is mandatory, students are expected to attend all the classes regularly.
- Every student must have at least 75% physical presence in every paper(subject) in each semester.
- They ought to submit an application in case of medical leaves.
- Students doing job will be permitted to leave after free lectures for which they have to submit application in advance.

Uses of smartphones in social media

- Smartphone usage is strictly prohibited in classrooms, corridors and Library.
- Students are forbidden from making unfavourable remarks about other students or college on social media.
- Without the consent of the principal or HODs, students are not allowed to take photos, record videos, or stream footage of any activity.

Dress code

- It is necessary to preserve decency in appearance and decorum behavior.
- The preferred attire is modest basic and formal.

Honesty

- Malpractice/ Copying during test/Examination or Knowingly furnishing false information are prohibited and dealt strictly.

Prohibition of ragging

- New students are given warm welcome, respect, and regard.
- According to UGC guidelines, any type of harassment, ragging, or misbehaviour will be dealt with strict action

Notice board

- General event announcements are made by notice board as well as website under the latest news

Cleanliness

- Each student is expected to maintain general cleanliness about the campus.

Code of Conduct for Faculty

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operation and assistance in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation.
- Participation in extension, co-curricular and extra-curricular activities including community service.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Institute promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.
- Cell phones are prohibited in the classroom while teaching.
- Biometric attendance of staff, leave records, salary slips etc are maintained online

Code of Conduct for Principal

- Academic growth of the college.
- Participation in the teaching, research and training programmes of the college.
- Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University / Institute for academic competence of the Faculty Member.
- Admission of students, maintenance of disciplines of the Institute.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
- Correspondence relating to the administration of the Institute.
- Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
- Overall supervision of the University Examinations.
- Observance of provisions of Accounts code.
- Maintenance of Self –Assessment Reports of teachers and their service Books.
- Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

Code of Conduct for Management

- Service to Nation is mandatory. Institute is committed for developing the skilled manpower to serve the Nation.
- Environmental stewardship is the demand of the day. Committed in practicing green technologies for sustainable development of the Nation.
- **Transparent Administration is the core value of the management.** With the help of MIS online information is maintained regarding attendance of students and conduction of classes by teachers.
- **Disciplined Conduct is required at all walks of life.** Any behaviour obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment.
- Decisions and resolutions made by the Management are obligatory.
- The members of Management shall maintain their character, transparency, mannerisms and good image.
- No property of Trust will be used for personal benefits.
- If any member of Management needs primary information from Institute, he/she will communicate directly to the Principal and will not have any type communication with the employee.