



CAMPUS CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 7:30a.m. to 12:45 p.m. The first period will begin with a prayer song which will be played. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time and late coming shall not be tolerated more than 3 times failing which actions will be taken by the competent authority. Late coming will also result in loss of attendance for the day.
4. Students shall maintain classroom decorum and maintain general decency while attending lectures.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
7. All students shall leave the classrooms immediately after 12:45 p.m. No students shall wander or gather in verandah, corridor and staircase etc. No indiscipline shall be tolerated in canteen or anyplace in campus.
8. All the students shall wear their identity cards, well displayed. Any teaching staff and non-teaching staff shall have the right to peruse it. Denial of which may invite disciplinary action.
9. Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline liable for action.



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10. For independent study, students are expected to use library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement of other students.

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. Access to academic buildings beyond the above timing and on holidays without written permission from the principal will be treated as a case of indiscipline.

13. Students shall keep the campus neat and clean. They cannot put any waste anywhere on the campus except in the waste baskets kept. Any violation of this shall invite prompt action.

14. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited, liable for action.

15. Students are expected to refrain from activities such as scribbling or noting on walls, door, furniture and trees which could deface the college and destroy the ambiance of the campus lest will invite disciplinary action.

16. Students should carefully handle the furniture, equipments, fixtures, appliances etc. properties of the institute and labs. Failure in this will invite strict actions.

17. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude on the campus without permission.

18. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. personally on the campus without the permission of the competent authority.

19. Students should ascertain optimum usage of academic, co-curricular and extracurricular facilities available on campus to make them physically fit, academically competent, mentally alert and socially sensitive.



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20. During internal examinations of 1:30 Hr period, students are not allowed to leave the hall within half an hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.

21. The Student's Representative Council will be formed as per the recommendations approved by the University Ordinance of Gujarat University, Ahmedabad.

22. Political activity in any form is not permitted on college campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College and outside the college.

23. Bullying or Harassing juniors, ill treatment to other fellow students or any form of ragging is objectionable and liable for legal actions under Indian Penal Code as per the directives of Hon'ble Supreme Court of India.

24. Gender discrimination, threatening or violence against members of the staff or fellow students will be considered seriously and liable for prompt action.

25. Any violation of the above rules will invite punishment in form of warning, fine, meeting with parents or any course of corrective measure as found suitable by the Head of the Institute.

26. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of GCC, all the staff members are empowered to initiate disciplinary action.



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 outsiders.
3. Administrative staff should update themselves with changing rules and workings of the Government and the university which the institute is affiliated to.
4. Administrative staff will not use scurrilous, profane or obscene language or discriminatory remarks of any sort.
5. Administrative staff should practise fiscal responsibility, ensure due process and fair biddings in the expenditure and should not manipulate records.
6. Administrative staff should demonstrate courtesy and respect in dealings with students, academic staff and support staff.
7. Administrative staff should not abstain the dues or financial benefits, promotions, withdrawals by any staff members.
8. Administrative should maintain transparency in allotment of students scholarships and ensure timely distribution of scholarships.
9. Administrative staff should refrain from apprehending any favours from students in preparing their Transcripts, NOC, Bonafide Certificates etc and avoid activities which may give rise to a perception of favouritism.
10. Administrative staff should work diligently to ensure the supply of gadgets , materials, instruments etc. facilities needed to perform their job and act promptly to resolve the problems-faults occurring in them.
11. Administrative staff should keep vigilance on the workings of the support staff and ensure that all stakeholders stay in clean and healthy surroundings under their surveillance and work comfortably.



CODE OF CONDUCT FOR PRINCIPAL

1. Being an Academic and Administrative head of the institute, he should ensure the working of the institute abides to the government rules and regulations.
2. He should monitor and ensure smooth functioning of the academic and administrative institute.
3. He should observe the admission procedure, functioning of classroom teaching , examinations, evaluation etc. for the continuous flawless working of the institute and take appropriate actions to resolve control over weakness.
4. He should conduct meetings intermitantly for the knowledge actual impediments occurring during the functioning of different activities.
5. He should closely monitor the qualitative functioning of the institute as per the almanac.
6. He should look after overall welfare of the students and staff and involve staff in various institutional activities.
7. He should ensure discipline and order among students and staff.
8. He should be empowered to incur recurring contingent expenditure as per the government norms and should ensure the integrity of financial records and conduct periodic reviews
9. He shall have the powers to sanction leave as per government norms.
10. He should protect institutional movable and immovable properties from misuse, damage and theft.
11. He should maintain confidentiality of individual system log in credentials, all types of passwords, soft files etc.
12. He should check that in any case performance and responsibilities shall not be subordinated to personal gains and advantage.
13. He should be honest and ethical in conduct.
14. He should not intrude on the unique working methods of the staff members if not deviating from established norms.
15. He should make all decisions in the interest of the beneficiaries within the established norms.



CODE OF CONDUCT FOR TEACHERS

1. Abiding by the ideals of the humble profession, every faculty member should see that there is no incompatibility between his/her percepts and practice.
2. All faculty members should seek to inculcate National ideals of education among students.
3. All faculty members should be calm, patient and communicative by temperament and amiable indisposition .
4. The faculty members should enjoy full civic and political right, express free and frank opinion in official academic gatherings towards contribution to knowledge by making growth through continuous study and research.
5. Faculty members should hold active membership of different professional organization as well as academic organizations and thereby continuously contributing in the improvement of education.
6. Faculty members should perform their duties of teaching, tutorials, seminars, Lab Teaching conscientiously and with dedication.
7. Faculty members dedicatedly carry out educational responsibilities of the institute by co operating in the admission, counseling of students and by performing duties in college and University examinations
8. The faculty members should actively contribute in the institutional extension, co-curricular and extra -curricular activities, Industry community service.
9. Faculty members should deal justly with all class and caste students maintaining their right and dignity.
10. Faculty members should recognize different capabilities and aptitudes of the students and encourage them accordingly to develop with respect for logical outlook, hardwork , labour and patriotism and peace
11. The faculty members should justly make assessment on merits only.
12. The faculty members should make themselves available for guidance beyond class hours without any expectations



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13. The faculty members should look upon students as future responsible citizens of the country and guide them accordingly instead of inciting against anyone in the institute or outside.
 14. Faculty members should speak, behave and treat one another equally and try to refrain from discrimination on any basis and allegations.
 15. Faculty members should adhere to official procedures and methods in every official work done and refrain from private tuitions coaching classes or undertaking any other employment.
 16. Faculty members should co operate in the formation of policies and following them in the interest and dignity of the profession.
 17. Faculty members should intimate/sanction leave in advance except on unavoidable grounds/situations.
 18. Faculty members should equally treat and co operate non teaching staff in the institute.
 19. Faculty members should maintain contact with the guardians of the students and constructively make and take suggestions.

Faculty members with respect to their social responsibility should look forward to inculcate social harmony, strengthen ethics and morals of society and a country.



Students Code of Conduct

This Handbook indicates the standard procedures and practices of Gujarat Commerce College for all students enrolling with the institute for pursuing varied courses(B.com, M.com.) and the students registered under any extension activities run in the premises of the college viz. Amulyum, coaching classes for competitive exams, students preparing for civil services under SPIPA in college premises and others.

All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

GUJARAT COMMERCE COLLEGE

Vision:

An institute in pursuit of academic excellence with commitment to impart excellent and value based commerce education, with a holistic approach for better life, environment and society.

Mission:

- To mold students with excellent and value based commerce education.
- Enable holistic development of personality accessible to all sections of the society.
- To equip students with the skills needed in changing global scenario and gain access to multiple career opportunities for better life.
- To inculcate a strong belief in hard work and core values of society and ecology in order to have safe environment.
- To empower students to lead productive lives and become a responsible citizen of the nation.



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Objectives:

- **Academic excellence:** Primary objective is the success of our students through innovative and flexible learning opportunities resulting in the overall development with ability to excel in dynamic global society.
- **Commitment:** Institution is committed to guide our students through proper education and exposure to the vast treasure of knowledge in various fields.
- **Excellent and value based commerce education:** by providing contextually relevant education in commerce and business studies to produce commerce graduates who possessed the skills, problem solving techniques and professionalism essential for being successful in corporate world.
- **Holistic approach for better life:** Institute is creating holistic citizens inculcated with ethical, moral and social values in diverse culture to provide better life in social world as well as in corporate world.
- **Environment:** Institute produces a stimulating environment for teaching learning process and cares for ecology to have better green globe.
- **Society:** Institute develops a sense of civic responsibility, social commitment and moral accountability through NSS, NCC and other projects to human rights, culture and heritage.



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Ethics and Conduct

1. This Code shall apply to any objectionable conduct by students(in house as well as outside students) on campus during different activities, functions hosted by this institute.
2. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
 - a) he/she shall be regular and must complete his/her studies in the Institute.
 - b)Due to specific reason, if a student is forced to discontinue studies, such he/she may be relieved from the Institute subject to written consent from the Principal.
3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.
4. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
5. All students must refrain from any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability etc.
6. Intentionally damaging or destroying Institute property or property of other students and/or faculty members is prone for disciplinary as well as legal actions.
7. Any disruptive activity in a class room or in an event hosted by the Institute shall be liable to punishment.
8. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards shall call for disciplinary actions.



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Participating in activities including:-

- I. Organizing meetings and processions without permission from the Institute.
- II. Accepting membership of religious or terrorist groups banned by the State and Central Governments. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy would result in legal actions under Indian Penal Code.
- III. Smoking on the campus of the Institute is prohibited and liable for legal action.
- IV. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles shall invite punishments.
- V. Rash driving on the campus may cause inconvenience to others and disturbance to classes shall be punishable.
- VI. Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer during health checkup after admission may cause hindrance to the academic progress and in that case the institute is free for action impromptu.
- VII. Theft or unauthorized access to others possessives is liable for prompt action.
- VIII. Misbehaviour at the time of student body elections or during any activity of the Institute is an unpardonable act.
- IX. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- X. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- XI. Theft or abuse of the Institutional properties including computers and other electronic gadgets such as computer and electronic communication facilities, systems etc. Unauthorized entry, use, tampering etc. of such Institutional properties or facilities, residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is an offence liable for legal action.



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- XII. Damage to or destruction of, any property of the Institute, or any property of others on the Institute premises would turn into an offence likely to be treated legally.
- XIII. Making a video/audio recording, taking photographs, or streaming audio/video of any person anywhere on the campus without that person's knowledge and consent would be considered an offence fit for legal action.

I-CARD

The students should take their Identity Card for Home Lending, from the Library at the beginning of the year.

I-Card will be available a week after them produces her Identity Card size photographs along with Admission Receipt and the correctly filled in prescribed form available in the Library.

The students should collect their I- Card within 15 days from the Closure of admission by University.

The students should carry identity card with them regularly and the identity cards should be produce when demanded by the authorized persons of the Institute.

At the time of issuing a book, the Identity Card must be presented. Without I-Card the reader may be refused the use of the Home Lending facility.

If student has I-card should be reported immediately to the coordinator and the librarian with an application.

DRESS CODE

- We believe in inculcating a sense of discipline and belongingness in the students by observing a dress code.
- Students are expected to wear formal dress throughout the week.



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Procedure for breach of conduct:

If there is a case against a student for a possible breach of code of conduct, then concerned collegiate committees (discipline committee, CWDC committee, Anti-ragging committee) shall inquire into the alleged violation and will recommend a suitable disciplinary action accordingly. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

MONETARY PENALTY- May also include suspension or forfeiture of scholarship for a specific time period.

SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.

Withholding the marksheet or certificate for the courses studied or work carried out

Academic Integrity

Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards in learning and giving examination. The Institute believes in complete transparency during exams. Academic



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integrity is essential for the success of the Institute. Violations of academic integrity constitutes a serious offence. The institutes requires that a student must treat all other students in an ethical manner, respect their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Faculty roles:

Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. Faculty members are also responsible for

ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty and to respond appropriately and timely to violations of academic integrity.

Institutional roles:

A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions.

What is Ragging?

Hon'ble Supreme court as per the directions of What is Ragging...?

Hon'ble Supreme court as per the directions of Ragging means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm.

Raises Apprehension or fear or shame to a student within or outside an educational institution.

Any act or abuse by spoken words, emails, snails-mails, blogs, public insults.

Any act of financial extortion or forceful expenditure burden put on a junior student by senior students.



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Any act of physical abuse.

Any act that affects mental health & self-confidence of students.

Asking to perform amusing tasks for eg. Dancing, singing, jumping etc. in college or hostel.

- Any injury caused to the fundamental right to human dignity through humiliation heaped on juniors by senior.

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India.

- Cancellation of admission and also debarred from taking admission in any technical institution in India.

- Suspension from attending classes.

- Withholding/Withdrawing scholarship / fellowship and other benefits.

- Debarring from appearing in any test/ examination or other evaluation process • Withholding results.

- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.

- Suspension / expulsion from the institution for period ranging from 1 to 6 semesters.

Collective punishment.

- An FIR filed without any exception with local police station.



Jhwd.

PRINCIPAL
GUJARAT COMMERCE COLLEGE
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