

CODE OF CONDUCT

SCOPE:

The Student Code of Conduct applies to all undergraduate students enrolled in any course or programme at S.M. Patel College of Home Science, on a full time basis. It is the expectation of the College that all students will be good and respectful citizens. The Student Code of Conduct applies to on-campus or off-campus activities (college-sponsored or not). If conduct by students, in the judgment of the College, is deemed unbecoming in the interest of the College, the College reserves the right to conduct an administrative hearing

PURPOSE:

Consistent with the College's Mission, the purposes of the Code of Conduct are to:

- ✓ Establish standards of personal conduct.
- ✓ Develop sensitivity and responsiveness for upcoming challenges and contemporary needs of the society.
- ✓ Inculcate a sound philosophy for holistic living irrespective of race, color, national origin, sex, age, handicap, sexual orientation, or political or religious beliefs.

LIMITATIONS:

The Code of Conduct does not create contractual rights for students or impose limits on the College's authority to regulate student conduct. As government aided institution, the College may impose or withhold sanctions as the College deems appropriate. The Chairperson President, Principal may modify the Code of Conduct at any time and for any reason.

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CODE OF CONDUCT FOR EMPLOYEES

JOB RESPONSIBILITIES AND DUTIES OF HEAD OF THE DEPARTMENT:

- ✓ Providing leadership in relevant field of specialization in undergraduate.
- ✓ Evaluation of assignment, journals and answer papers.
- ✓ Continuing education activities for the college.
- ✓ Conduct students counselling.
- ✓ Interaction with other institutions, universities at state, national and international levels.
- ✓ Organizing seminars, workshops, for students and faculty.
- ✓ Developing research culture in department for faculty and students by organizing projects, seminars etc.
- ✓ Reviewing academic activities of the department periodically.
- ✓ To maintain dead stock, consumable registers with the help of lab assistant.
- ✓ To display notices, marksheet, attendance sheets pertaining to students.
- ✓ To coordinate with departmental faculties for curricular and co-curricular activities.
- ✓ Organizing parent-teachers meet.
- ✓ Do any duties assigned by the Principal and Management.

JOB RESPONSIBILITIES OF ASSOCIATE/ASSISTANT PROFESSOR:

- ✓ Teaching and ensuring attendance of students as per university norms.
- ✓ Planning and implementation of instruction received from Head/Principal.
- ✓ Continuous evaluation and students assessment time to time.
- ✓ Develop study material for teaching-learning.
- ✓ Planning and organizing curricular and co-curricular activities with respect to subjects under the guidance of Head and Principal.
- ✓ Publication of research papers, articles and books.
- ✓ Participate in seminar/workshops/conference/STTP for upgradation of knowledge.

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- ✓ Contribute to any work which will help in accreditation of college.
- ✓ Uphold any examination related duties given by college and University.
- ✓ Take part in refresher courses/ short term training program.
- ✓ Counselling is an integral part of duty of faculty which helps in making teaching learning process effective.
- ✓ Perform any other duty assigned by Principal and Management.

JOB RESPONSIBILITIES OF LAB ASSISTANT:

- ✓ To write lab schedule and display on board.
- ✓ To ensure discipline of students in laboratory where and when feasible.
- ✓ To assist faculty members in conducting lab session
- ✓ To maintain deadstock/ consumables/semi-consumable registers of respective laboratories.
- ✓ Maintain all equipment/instruments in respective laboratories.
- ✓ To carry out duties assigned by faculty members/Head/Principal.
- ✓ To check equipment/instruments in respective laboratories once in 15 days.
- ✓ To prepare requirement of consumables for lab and place indent for the same.

JOB RESPONSIBILITIES OF CLASS-IV EMPLOYEES:

- ✓ All peons working in college office or departments must remain on duty before college hours as instructed.
- ✓ They should wear uniform provided by management and their identity badge.
- ✓ They should clean the laboratory and classrooms assigned including office and Principals rooms.
- ✓ Peons should keep the assigned labs clean and report loss or damage of any equipment to lab assistant and Head of the department.
- ✓ Non-teaching staff should carry out duties as instructed by authorities to whom they are attached.


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JOB RESPONSIBILITIES OF OFFICE SUPRINTENDENT/SENIOR CLERK:

- ✓ The O.S. should scrutinize admission and eligibility document and registers of admission.
- ✓ They should supervise and maintain personal file of staff and faculty.
- ✓ Maintain Provident Fund record, casual leave, other leave register.
- ✓ Keep discipline and work schedule of class IV employees.
- ✓ Maintain movement register of teaching and non-teaching staff.
- ✓ Manage printing of brochure and other document of the institute.
- ✓ Initiate and record all correspondence and share it with Principal.
- ✓ The O.S. shall be responsible for all matters assigned to establishment section, student's section, stores section, stores section, maintenance section and security section.
- ✓ To maintain the record of scholarship of students.
- ✓ To maintain biometric record.
- ✓ Any other duties assigned by Principal and Management.

JOB RESPONSIBILITIES OF JUNIOR CLERK:

- ✓ Checking website of university for updates.
- ✓ Maintaining personal files of teaching and non-teaching staff.
- ✓ Maintenance of service book.
- ✓ Maintenance of leave record of staff.
- ✓ Record keeping of the attendance of faculty and non-teaching staff and coordinating with the account section for preparation of pay bill.
- ✓ Any other duties assigned by Principal and Management.

JOB RESPONSIBILITIES OF ACCOUNTANT:

- ✓ To prepare budget estimate of the college under the guidance of Principal.
- ✓ To Prepare document for submission of Audit.
- ✓ Allotment of budget to every department of college.
- ✓ To verify bills for payment.


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- ✓ To prepare TDS and submit files to chartered accountant and file TDS returns.
- ✓ To keep all bill books and vouchers safe and secure.
- ✓ To prepare all records as required by statutory auditors and present the same regulatory to auditors.
- ✓ Perform any other duty assigned by Principal.

CODE OF CONDUCT FOR STUDENTS

- ✓ The students should behave courteously and with official decorum and will respect all categories of employees without discriminating against their tenure of service.
- ✓ They will show due respect to all office bearers and chairpersons.
All communications should be in proper language with politeness to ensure the atmosphere of any academic institution use of slangs, abusive words is strictly forbidden be it English, Hindi or Gujarati.
- ✓ Shouting, screaming calling out to one another in lobbies or garden areas is strictly forbidden.
- ✓ Everybody should maintain complete silence in library. Correct use of facilities in toilets and washrooms as per standard norms to ensure toilets remain clean and usable throughout the day.
- ✓ Use bins to dispose of the garbage (wet/dry waste) and litter and incinerators.
Responsible use of every article of college property and every facility provided by the college.
- ✓ All students shall carry their identity along with them on every working day of the college.
- ✓ Use of mobile phones in college premises during hours dedicated for academics is strictly prohibited.
- ✓ As student members of the college they are responsible for all items of college property and will be held liable for damage, defacing, and or removal of any article owned by the college.


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- ✓ Students shall not bring any visitors without prior permission of the office or use college properties for hosting parties for personal events.

CODE OF CONDUCT FOR VISITORS

- ✓ As a women's college situated in heart of Vallabh Vidyanagar security of the premises and members is of topmost priority to the college authorities. This code is a part of security measures adopted by college authorities to protect all members, college premises, properties and visitors from external threat of any kind. The college building is under jurisdiction of Vallabh Vidyanagar police station and is under its protection. In case of emergency, the college can use the facilities extended by the Vidyanagar police station to handle any untoward or awkward situation.
- ✓ All visitors invited by college are guests and are to be treated as such and will enjoy the hospitality extended by the college.
- ✓ Visitors seeking information about our college will be directed by security personnel to the office, principal's room and faculty room.
- ✓ No visitors are allowed in classrooms, laboratories and examination halls. Visitors must come with prior appointment to meet faculty.
- ✓ No outsider shall be permitted to loiter in college. This will be seen as trespassing and trespassers shall be prosecuted.
- ✓ The college is under CCTV surveillance.
The college guarantees safety and security to all within its premises particularly guest.

The college requests all its members to work in a spirit of cooperation and harmony so as to maintain stability and smooth functioning of the administrative and academic machinery of the college.


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