

GURUKUL MAHILA ARTS AND COMMERCE COLLEGE

CODE OF CONDUCT FOR STUDENTS

1. It is expected of students to actively engage themselves in learning process and must inculcate the habit of regularity. Students should enter their lecture classes on time.
2. Students must follow the discipline in the college campus and follow the rules of the college.
3. All the students should keep their I-cards with them while ON college campus.
4. Use of electronic gadgets like mobiles, tablets, laptops etc. is strictly prohibited during classroom teaching and practical sessions.
5. Students should go to their allotted classrooms/laboratories as per the time table or instructed by their concerned teachers instead of moving in the college lobby. During the breaks or free lectures, they should utilize library, or empty classrooms (with permissions) and should not create any disturbance to other ongoing classes.
6. Abusive and inappropriate language will not be tolerated.
7. Students should regularly check their whatsapp groups for announcements/ notices on college notice board or may remain in touch with concerned teacher for any further instructions.
8. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises as per the UGC directives. Any student/students involved in such activities will be immediately expelled from the college.
9. Consuming alcohol, guthkha/pan masala and smoking is strictly prohibited in the premises and punishable as per the govt. directives.
10. Vehicles must be parked in the parking lot
11. Students should not damage or harm any college property /classroom/garden on the campus. Offense to this may raise disciplinary actions.
12. Students are encouraged to inculcate the values such as honesty, compassion, integrity and truthfulness so they can become better and

responsible citizens of the country. Students are expected to maintain cleanliness in the campus and must not litter. They are expected to keep the campus Eco friendly and plastic free.

13. Theft or abuse of the Institute computers and other electronic equipment such as computer, tube light and bulbs, fans and other services which includes unauthorized entry, use, tamper, etc. of Institute classrooms, computers, networks and other restricted facilities and interference with the work of others is a punishable offence.
14. During field visits/study tours, students should take necessary permissions from their parents/guardians.
15. During visit to the college library the students are expected to adhere to strict discipline without causing any inconvenience to their fellow students. Any loss or damage of book or magazine is liable to be punished. Theft or stealing of any magazine, book or periodical from the college library can lead to suspension of the student.
16. College facilities and infrastructure are for students and it creates healthy academic atmosphere on campus. Hence, students should try best to maintain the academic decorum during their study tenure.

Violation of college policies or academic atmosphere in any way will be considered a punishable offence and actions will be taken.

**GURUKUL MAHILA ARTS AND COMMERCE COLLEGE,
PORBANDAR**

Handbook on : Code of conduct for teachers

Being the cadres of Gujarat Higher Education service, the teachers of this college should follow the code of conduct laid down in Gujarat government service rules (https://gad.gujarat.gov.in/Personnel/images/pdf/GSC_Conduct_Rules-1971-Eng.pdf). But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this institution encompasses the following:

[a] Professional values:

- (i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.**
- (ii) He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.**
- (iii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.**
- (iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.**

(v) The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.

(vi) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

[b] Professional development and practices

(i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.

(ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.

(iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.

(iv) The teacher will have to carry out the institution's educational responsibilities such as conducting admissions, examinations and so on. He should also be participating in extra-curricular activities of the college as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

[c] Professional integrity:

(i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications and other qualifications.

(ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

(iii) Private tuitions must be avoided.

(iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[d] Professional collaboration:

- (i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.**
- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.**
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.**
- (iv) Teachers should refrain from responding to unnecessary political motivations.**
- (v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The institution should hold joint meetings before upholding any decision regarding the college.**
- (vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the institution.**
- (vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.**



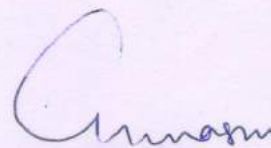
Gurukul Mahila Arts & Commerce College
Porbandar

Affiliated to Bhakt Kavi Narsinh Mehta University, Junagadh

Code of Ethics to Check Malpractices and Plagiarism in Research

Research :

- Ethics and plagiarism are very important components of research and publication. Accordingly an Ethics committee has been formed comprising of Professors with PhDs of the institute to assess the faculty / students who present their work in the form of Research Publication / Research Proposal / Thesis or Project.
- In research all teachers & students must process their research papers through plagiarism software in order to maintain high academic standards.
- The research committee takes extra measures to ensure that the work is at par with the national / international standards.
- The links for online plagiarism checking software are available in college website.
- It is proposed that all faculty researchers seeking paper submission for the College Journal - **Samvid** would submit the plagiarism report (maximum 10%) along with the paper to the committee for review.
- It is proposed for all UG students to submit plagiarism report (Maximum 20%); no objection from guide and co-authors to get their project work approved for publication / thesis presentation.
- Any violation of the rule and other issue, complaints regarding plagiarism would attract disciplinary action to be imposed by committee within one month from the day of complaint.
- The committee comprises of the following members' 1. Principal 2. 04 Teachers 5. Guide.
- On-line Plagiarism Checker Software websites:
 1. Plagiarism Checker (<https://www.plagiarismsoftware.net/>)
 2. <https://smallseotools.com/plagiarism-checker>
 3. Quetext (<https://www.quetext.com>)
 4. <https://edubirdie.com/plagiarism-checker>


Principal,
Gurukul Mahila Arts & Commerce College
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