

## **The H. N. S. B. Ltd. Science College, Himatnagar**

### **Code of Conduct**

#### **Code of Conduct for Principal :**

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the staff and students aware of rules, policies and procedure laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures/ actions based on the stakeholder's feedback.
- Listen to the student's ideas and set a supportive tone.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.
- Empower all his staff and students to reach their maximum potential.
- Promote research development activities.

#### **Code of Conduct for Teachers :**

Teaching is a noble profession. It shape the character, caliber and future of an individual. He /She can inspire, hope, ignite them and instill a love of learning among the students. Beside, the teachers have to

- Uphold the honor and dignity of the teaching profession.
- Provide an innovative and quality education to pupils.
- Interact with the students in a friendly manner.
- Be impartial and discriminative against students.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good mentor and facilitators.
- Help, guide encourage and assist students In their learning.

### **Code of Conduct for Non-teaching staff :**

The following traits are expected from the Non-teaching staff. He / She must

- Remain on duty during college hours.
- Adheres strictly to the laws and regulations of the college.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/ receipts.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking site such as Facebook, Whatsapp, etc during the working hours.
- Must not intercept or misappropriate college money.
- Respect and maintain the hierarchy in the Administration.

### **Code of Conduct for Students:**

- Do not enter any unauthorized person in college.
- All students are compulsory required to take the i-card given by the organization.
- It is compulsory to attend the schedule of Theory & Practicles.
- Prayer at the time, students should stand discipline in the class room/ laboratories.
- Students are not allowed to take their vehicle to the campus and do not sit at the staff parking.
- Do not roam anywhere in college campuses and do not speak loud and rude.
- During the free time use the reading room and do not enter other colleges.
- There is a complete ban on the use of mobile phones by the student in the college. If a student gets a mobile phone from him, the phone seized & penalty will be taken.
- Students do not call their friends and relatives in an unnecessary college. If it is inevitable to come for the necessary work, first contact the office.
- 10 minutes before the scheduled time of college and leave the campus within 10 minutes of completion of college time.
- Pan masala, Gutkha, tobacco and toxic substances to college and use it as a felony.
- Do not organize travel, picnic or other events except with authorized permission.
- Removal of garbage at the place fixed for the maintenance of the college.
- Do not hurt college property damage.
- Do not encourage any kind of criminal activity.
- Every students has to behave politely with all staff and students.

If there is a penal action and inescapable against the breach of the above rules, the process of cancellation of admission will be conducted, each student should take serious note of it.

## **Code of Conduct for Anti-Ragging:**

Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) Any act that affects the mental health and self confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student. Anti-Ragging Committee: The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

**Anti-Ragging Squad:** To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Cancellation of admission.
- g) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- h) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- i) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The AntiRagging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

### **Code of Conduct for Sexual harrassment :**

SEXUAL HARASSMENT Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

#### **Acts amounting to Sexual Harassment**

- Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets
- Exposing the victim to pornographic material: audio or visual or BOTH or print
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

#### **Medium of conducting Sexual Harassment**

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- Comments
- Remarks
- Jokes
- Letters
- Phone calls
- Emails
- Chats on any electronic medium like whatsApp, twitter, facebook, etc.
- Gestures • Remarks • Showing of pornography clipping
- Lurid stares
- Physical contact
- Molestation
- Stalking
- Sounds or display of a derogatory nature
- Any other understandable medium

**HNGUniversity, Patan, Hand Book, -2018**

[http://www.ngu.ac.in/Admin/HANDBOOK\\_PDF/HANDBOOK/HNGU-HANDBOOK-2018.pdf](http://www.ngu.ac.in/Admin/HANDBOOK_PDF/HANDBOOK/HNGU-HANDBOOK-2018.pdf)