

(NAAC Accreditation : B⁺⁺)

IDAR ANJANA PATIDAR H. K. M. ARTS AND P. N. PATEL COMMERCE COLLEGE, IDAR

[Managed by : Uttar Sabarkantha Uchcha Kelavani Mandal], [Affiliated to : Hemchandracharya North Gujarat University, Patan]

Valasna Road, Javanpura, IDAR - 383430 (S.K.), (Gujarat)



ઇડર આંજણા પાટીદાર એચ. કે. એમ. આર્ટ્સ અને પી. એન. પટેલ કોમર્સ કોલેજ, ઇડર
(ઉત્તર સાબરકાંઠા ઉચ્ચ કેળવણી મંડળ, ઇડર દ્વારા સંચાલિત), (હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ સંલગ્ન)
વલાસનારોડ, જવાનપુરા, ઇડર-૩૮૩૪૩૦, (સા.કાં.), (ગુજ.)

UGC Code No : 15/04
Uni.College Code : 025
Uni. Centre Code : 06
Govt. Grant Code : 133
Govt. DP Code : 038
Govt. Zone Code : 93

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CODE OF CONDUCT

FOR

PRINCIPAL, TEACHERS, STUDENTS, ADMINISTRATORS AND
UNSKILLED STAFF

CODE OF CONDUCT FOR THE PRINCIPAL

- Observance and implementation of directives issued by Government/ U.G.C. / Director of Education / Higher Education / University and other concerned authorities.
- To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
- Maintain Assessment Reports of the teaching and non teaching staff of the college.
- The Principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- Provide guidance, leadership, direction to the all stakeholders.

- Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
- Compel the teaching and non teaching staff to follow the code of conduct of the Institution.

CODE OF CONDUCT FOR THE TEACHERS

- Teacher should maintain dignity and decorum of the post.
- Teacher should perform his or her duty honestly.
- Teacher should actively involve with the students in co-curricular and extracurricular activities.
- Teacher should prepare teaching plan of the allotted subjects.
- Teacher should inculcate patriotism and discipline among students.
- Teacher should avail leaves with prior intimation.
- Teacher should work towards betterment of the Institution.
- Teacher should be available as a mentor for consultation to students.
- Teacher should not remain absent from duties without prior permission.
- Teacher should not engage directly or indirectly in any trade or business.
- Everyone should refrain from unethical practice regarding examination.

CODE OF CONDUCT FOR THE STUDENTS

“SELF DISCIPLINE IS THE BEST DISCIPLINE”

- Student should be punctual and should maintain discipline in the college.
- Student should get at least 85% of attendance, otherwise he/she is not eligible to appear for the examination, as per the H.N.G.U. rule.
- Bring your ID to college and show it to any member of the college staff when asked.
- Student is advised to utilize facilities available in our college properly.
- Don't Eat in classrooms or bring fast food into the college buildings Student should maintain cleanliness in the campus.

- Student is advised to participate in all the programs and activities conducted by the college.
- Everyone should present in the mentoring session.
- Ragging is a Crime, Its strictly prohibited.
- Student should not involve in any kind of illegal activities.
- Student is not allowed to use mobiles in the classroom and library.
- Respect the facilities, books and resources provided to assist you in your studies, You should protect property of the college.
- Student should not remain absent without reason.
- Do all your work to deadline and to the best of your ability.
- Don't bring non-students into the College campus without an ID.

CODE OF CONDUCT FOR THE ADMINISTRATIVE STAFF

- Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
- Respect the right and dignity of the student for assisting them any kind of help/guidance.
- Administrative staff should look after student's admission and examination.
- Administrative staff should be well versed in e- administration.
- Administrative staff should behave politely and compassionately with students, parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Every employee should apply their knowledge and experience for overall development of the office work of the college.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.

CODE OF CONDUCT FOR THE UNSKILLED EMPLOYEES

- Unskilled employees should give importance to cleanliness of the institution.
- Everyone should behave politely and compassionately with students, teachers, parents and administrative staff.
- Unskilled employees should develop co-operative and friendly relationship with faculty members.
- Every employees should not involve in unethical practices.
- Unskilled employees should not remain absent from duties without prior permission.




Dr.A.M.Patel
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& P. N. Patel Commerce College, IDAR