



GOVERNMENT SCIENCE COLLEGE

Sector – 15, Gandhinagar-382016

Principal

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NAAC Accredited – B+
(CGPA-2.69)

CODE OF CONDUCT AND PROFESSIONAL ETHICS

- A. FUNDAMENAL DUTIES OF INDIAN CITIZEN
- B. CODE OF CONDUCT FOR STUDENTS
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(A) FUNDAMENTAL DUTIES OF INDIAN CITIZEN

1. Abide by the Indian Constitution and respect its ideals and institutions, the National Flag and the National Anthem
2. Cherish and follow the noble ideals that inspired the national struggle for freedom
3. Uphold and protect the sovereignty, unity and integrity of India
4. Defend the country and render national service when called upon to do so
5. Promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women
6. Value and preserve the rich heritage of the country's composite culture
7. Protect and improve the natural environment including forests, lakes, rivers and wildlife and to have compassion for living creatures
8. Develop scientific temper, humanism and the spirit of inquiry and reform
9. Safeguard public property and to abjure violence
10. Strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement
11. Provide opportunities for education to his child or ward between the age of six and fourteen years

(B) CODE OF CONDUCT FOR STUDENTS

1. The student must obey the fundamental duties of Indian citizen
2. Students shall ever carry College Identity Card with them and must produce it whenever the authorized person of the Institute demands for it. The student must observe and follow the academic calendar of the college.
3. The minimum attendance of 75% of the total number of working days is required for being eligible for taking examination.
4. A student requiring leave must submit a prior application to the head of the department.
5. Students shall follow vehicle and pedestrian routes for safe entry and exit from the college.
6. Students must park their vehicles in allotted parking area only. Any student found breaking the rule will be punished.

7. Any act of indiscipline or misbehavior by any student makes him/her responsible and liable in person for strict action against him/her by the authority.
8. Any student who damages the college property shall have to bear cost for the same damage, and in addition, disciplinary action will be taken against him/her.
9. Students will maintain the cleanliness of college campus & hostel premise. Garbage must be thrown into dustbins only.
10. Tobacco, alcoholic drinks and smoking are strictly prohibited in the college campus and hostel.
11. Students are prohibited from indulging in anti-national, anti-social, communal, political activities within the college campus and hostel.
12. Students should act as a role model for the junior students by demonstrating values and ethics.
13. Ragging is strictly prohibited in the college campus and in the hostel. If any student found involved in ragging activity, he or she will be punished as per the anti-ragging law.
14. Any criminal act or violation of law by any student in the college campus will be reported to the police station.
15. Students are not permitted to record either audio or video lectures in class rooms or actions of other students, faculty, or staff without prior permission.
16. Students are not permitted to play audio songs, videos or any other contents from their electronic gadgets anywhere in the college campus.

(C) CODE OF CONDUCT FOR TEACHERS

1. The teacher must obey the fundamental duties of Indian citizen
2. Teachers are supposed to comply with all the relevant and latest policies, regulations and laws governing their profession.
3. Teachers should engage in continuous professional development to enhance their academic knowledge and skills.
4. Teachers should treat the students with dignity and should not behave with them in a vindictive manner for any reason.
5. Teachers should respect the cultural, regional, linguistic, communal and socio-economic diversities of students.
6. Teachers have to maintain a safe and supportive learning environment for all students.

7. Teachers should avoid favoritism & refraining himself or herself from engaging in an inappropriate behavior.
8. Teachers should strive to be fair and impartial in their interactions with students and must provide equal opportunities to all students.
9. Teachers should be fair and impartial in the academic evaluation of students.
10. Teacher should motivate students for equal and active participation in curricular, co-curricular and extracurricular activities.
11. Teachers should counsel students whenever needed.
12. Teacher should take necessary permissions from the principal for arranging educational tours, field visits or industrial visits and should remain vigilant about the safety of students during the tour or visit.

(D) CODE OF CONDUCT FOR ADMINISTRATORS

1. The Administrator must obey the fundamental duties of Indian citizen
2. The administrator should act as a connecting link between the government and the employees of the college.
3. The administrator should respect the rights and dignity of the employees.
4. The administrator should deal impartially with employees regardless of their gender, cast, religion or social status.
5. The administrator should grant leave to the employees as per the leave policy prescribed by the government.
6. The administrator should provide necessary help to the students in their academic pursuits and activities.
7. The administrator should allow the faculty members to participate in seminars, conference, and workshop etc.
8. The administrator should motivate and support the faculty members for attaining research projects.
9. The administrator should maintain transparency in all the administrative affairs of the college.
10. The administrator should ensure that infrastructure, employment and resources should be suitably conducive to the teaching-learning process.
11. The administrator should make the provision for sufficient funds for all the expenditure of

the college.

12. The administrator should act suitably for the upliftment and sustenance of quality of the Institute.

(E) CODE OF CONDUCT FOR NON-TEACHING STAFF

Non-teaching staff of the college including Registrar, Librarian, Laboratory Assistant, Store Keeper and Clerk must follow the code of conduct as mentioned here.

1. The staff member must obey the fundamental duties of Indian citizen
2. Staff members are supposed to comply with all the relevant and latest polices, regulations, and laws governing their profession.
3. Staff members should engage in continuous professional development to enhance their academic knowledge and skills.
4. Staff members should work in harmony with teachers and students for smooth conduction of academic and administrative activities of the college.
5. Staff members should treat the students with dignity and should not behave with them in a vindictive manner for any reason.
6. Staff members should respect the cultural, regional, linguistic, communal and socio-economic diversities of students.
7. Staff members should avoid favoritism & refraining himself or herself from engaging in an inappropriate behavior.
8. Staff members should take care of valuable assets of the college viz. documents, files, books, literature, sport items, laboratory instruments, chemicals, glass wares, computers and other ICT items.

(F) CODE OF PROFESSIONAL ETHICS FOR TEACHERS

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal 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 which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the

community;

- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff:

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the

- (ii) guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

(G) CODE OF PROFESSIONAL ETHICS FOR PRINCIPAL

College Principal should:

- (i) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (ii) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (iii) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (iv) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (v) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (vi) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (vii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (viii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (ix) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (x) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

(H) CODE OF PROFESSIONAL ETHICS FOR DIRECTOR PHYSICAL EDUCATION AND SPORTS

Director Physical Education and Sports should;

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (iv) Participate in extension, co-curricular and extra-curricular activities, including the community service.