



## CODE OF CONDUCT

1.	Administrative Policy Number (APN): 02/2018-2019	<b>Functional Area:</b> Quality in functioning and governance.
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting quality in Academics and administration <b>Audience:</b> All stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 <sup>st</sup> November 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Discipline Committee
7.	Superseding Authority	Principal
8.	Last Reviewed. / Updated:	2016- 17 updated in April 2018
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ University/ previous policy.

Haribhai. V Desai College is committed to provide a safe, respectful and inclusive environment to all its stakeholders. This code of conduct outlines the expectations for behavior and principles, we uphold. We require everyone associated with the organization to adhere to these guidelines.

### Part A: Basic Principles for Code of Conduct:

1. **Respect:** Treat all individuals with dignity, empathy and courtesy regardless of their religion, race, gender, sexual orientation, language, culture, disability or other personal characteristics.
2. **Inclusivity:** We welcome diversity and diverse community values of various backgrounds.
3. **Professionalism:** Maintain high standards of Professional conduct, in and outside the organization by every stakeholder.
4. **Integrity:** be honest, ethical and transparent in every action and communication.



5. **Harassment and Discrimination:** No tolerance to harassment or discrimination or ill-treat bullying – verbal, physical, online, offline, anyway.
6. **Safety:** promote Physical and emotional safety within the organization.
7. **Compliance:** to follow all relevant laws, regulations and policies.

### **Part B: Aspects of Code of Conduct:**

#### **1. Academic integrity:**

- Prohibiting academic dishonesty
- Preventing plagiarism in academics.
- Promoting ethical behavior in coursework and examinations.
- Encouraging students to give the reference if the material has been taken from any specific source.
- Student needs to demand a leave of absence in advance from the concerned vice principal/ authority designated. Leave without permission will not be accepted as a part of attendance policy.
- Sick leave will accompany a doctor's note. Any long illness will need a hospital document.

#### **2. Student Behavior:**

- Courteous behavior in the campus with teachers and nonteaching staff.
- Attending entire academic curriculum is necessary.
- Punctuality is the key. The student should be in time for the lectures, practical and all academic activities as designed.
- The students are expected to follow the safety and security procedures given by the institution from time to time. This includes I-card checkup on the gate, in the campus, during the examinations.
- Students riding a two-wheeler follow the speed limit of less than 5Km per hour and will wear helmet while entering and exiting the campus.
- Students are not allowed to bring four wheelers on the campus.
- Students will follow the norms to handle the conflict. They will not take any unusual steps such as heated arguments, shouting, foul language, physical fights, group behaviors, etc. any such conflict is to be resolved in front of the discipline committee.





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- Students are not allowed to bring their friends/ persons not related to the campus. A proper written permission from concerned authority is mandatory.
- Ethical and responsible use of technology is a must. Any forbidden activity with technology can lead to a criminal offence and expulsion from the campus. This includes use of mobile phones on the campus with / without institutional wi-fi/ internet connectivity.
- Bullying, cyberbullying to harass or to intimidate students is a punishable offence.
- Institutional presence on social media without the consent of the college will not be allowed. Creation of group/ websites / apps in the name of the institution without official permission is liable for a penal action.
- Unlawful activities on campus will not be accepted. Any anti national activity, activity without the permission of the college authorities, any act against humanity and life will not be acceptable.

### **3. Identity Cards:**

- Wearing I-card is a must on the campus all the time.
- The information provided on the I- card about the user needs to be true and valid.
- In case of loss of the card the college should be informed about the loss.
- Misuse of cards for any other purpose is punishable.
- Stealing or misplacing cards and tampering of cards is not allowed.
- Previous years I-cards/ expired cards will not be allowed on the campus.

### **4. Abuse:**

- Physical abuse such as physical force or violence is not allowed on the campus. It includes acts like pushing, hitting, scaring with physical might.
- Sexual misconduct in any form is unacceptable and will be treated as abuse, this includes sexual harassment, comments on sexuality, physical touch, gesturing, direct or indirect hurting comments or even consensual act of sex and physical touch on campus is not allowed.
- Emotional Abuse: Behaviors intended to manipulate, control or degrade emotionally such as verbal abuse, humiliation and threats.
- Tobacco in any form, cigarette, Guthaka, khaini, pan masala, etc. is not permitted on the campus. Its sharing, sale, distribution will lead to a legal action.



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- Betel leaf, betelnut, supari of any type is not allowed on the campus.
- Drugs and Alcohol abuse is not acceptable. It will lead to penal action and will lead to restriction of entry on the campus.

**5. Dress code:**

- Socially acceptable dressing with modesty without exhibitionism. College prefers its students dressing covering shoulders to knees for both boys and girls.
- Faculties where dress code is set will wear as per the expectations of the institution.

**6. Respect for college property:**

- Treat college buildings, laboratories, auditorium, halls, and equipment with respect and care. Defacing, damaging or vandalizing the property is not acceptable and will lead to its compensation and stringent action.
- In case of a damage to the property report to the authority as a responsible stakeholder.
- Every student will comply to the safety regulations and guidelines which includes fire, electrical and evacuation procedures.
- Elevator use is not for the students. Use a staircase while descending.  
Lock doors, windows while leaving the classroom. Put-off lights, fans when not in use to prevent unauthorized access, theft and damage.
- Cleanliness and hygiene of the campus be maintained by not littering in the campus. Dispose the waste in bins.
- Keep the sanitary units clean by using flush. Avoid wall literature in toilets that affects the face-value of everyone.
- Maintain silence and keep noise levels to a minimum.
- Turn-off lights, fans and electronic devices when not in use.
- Conserve water and other resources with minimum and effective use.

**7. Respect for teachers:**

- Respect for teachers is a fundamental aspect of learning. Teachers must be respected for their knowledge and politeness and courtesy will be essential from the student. Gratitude and appreciation for teachers are important in the student life.





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- Listening to the instructions by teachers in and outside the classroom and avoiding disruptive behavior is necessary. Derogatory comments, interruptions in classroom and irrational approach towards a teacher will not be accepted.
- Respecting personal boundaries of teachers. Inappropriate contact or harassment of teachers will not be acceptable.
- The feedback given by teacher should be taken in an open and constructive manner by the students.

**8. Event & activity guidelines:**


- The purpose and conduct of scope for the activities should be made clear to the students. The activity may be designed by the teacher or the teacher may guide the students for the same.
- The activity being conducted by the students should comply to the college policies, and should be in the framework of university, state and government laws.
- The activity should reflect diversity, inclusivity and creativity of the concept intended.

**9. Freedom of expression**

- Hate speech and discrimination will not be tolerated and will be a punishable offence under the law of state.
- Threats and incitement to violence in any form under the concept of freedom of speech will not be accepted.
- Defamation of the individual, institution, religion, caste, creed, sex or any national interests will not be tolerated.
- Obscenity and pornographic material or any sexually explicit and adult content, its display on the campus in public or its sharing on the campus or relating it to the campus in any way will not be tolerated.
- Promotional and commercial content without the knowledge of the management will not be accepted. Campus is not a place of business; it is a place of learning should be in the mind of the student.

	<p><b>Part C: Grievance Procedures &amp; Institutional timelines:</b></p>
	<p><b>Enforcement:</b>          Violations of code of conduct will be taken as a seriously. It may lead to consequences, including calling the parents and informing them, warnings, temporary suspension, or expulsion from the organization, depending on severity and frequency of violations.</p>
	<p><b>The procedural component includes:</b></p> <ul style="list-style-type: none"> <li>• A formal written complaint online/ offline to the discipline committee.</li> <li>• A compliant on the phone, on WhatsApp or even a text message too will be acceptable, however the identity must be revealed and the complaint needs to put in a written form.</li> <li>• The process of Grievance redressal starts from the minute the compliant is lodged.</li> </ul>
	<p><b>Nature of Compliant:</b>          Complaints have been classified as routine, serious, critical</p>



  
**Principal**  
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