

Shri Babulal Punamchand Shah Vidhyasankul  
Sanchalit

# *Smt. R. M. Prajapati Arts College*

At. & Ta. Satlasana Dist. Mehsana - 384330 (Gujrat)



Principal Dr. Jayesh  
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## **Smt. R. M. Prajapati Arts College, Satlasana**

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

- The Principal should be given appointment order signed by a Representative of the Management.
- Other employees of the institution run under B.P. Shah Vidyasankul shall receive appointment orders signed by the Principal as per government rules.
- The process of the appointment of the Principal shall be initiated and handled by the management. The Principal of an institution in co-ordination and under guidance of the management shall proceed with the new appointment of Teaching and Non-Teaching posts and always sensitive to students.
- Principal is directly answerable to the Managing Committee of the Trust.
- The accounts of the expenses and leaves of the Principal shall be sanctioned by the management while the accounts of expenses and permission of leaves to the employees of an institution shall be looked after by the respective Principal. The Principal shall seek guidance of the Management wherever he / she deems necessary.
- The Principal should 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.
- The Principal should conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
  - The employees shall complaint in written to the respective Principal if they have problems with other employees. The principal shall resolve the issue. If there is a matter to be submitted to the management, it shall be forwarded through the principal. If an employee has grievances against the Principal, he/she shall consult the management in its regards in order to reach a solution.
  - Any matter from a Principal or an employee shall first be presented to the management. No teacher shall absent himself / herself from duties at anytime without prior permission from the Principal No teacher shall participate in any strike or demonstration or indulge in any criticism of college management policy.
  - The employee agrees to execute all the work assigned by the head of the institution.
  - The teacher shall actively associate involve participate her self in all the college activities and programme.
  - All the employees working in the B. P. Shah Vidhyasankul shall abide by the rules of University, U.G.C. Government and all the concerned councils.

## **HUMAN VALUES :**

The prime objective of the Institution is to inculcate the following human and social values in the minds of Students through education.

- Happiness for all
- Peace and prosperity
- Freedom and equality
- Morality
- Universal brotherhood
- Social sensitization
- Woman Empowerment
- Empathy

- Justice
- Humanitarian Attitude
- Sustainable Development
- Gratitude

## **GENERAL CODE OF CONDUCT FOR STUDENTS**

- Students shall be given admission on merit and within the rules of reservation policy of state and central government admission policy.
- No seat earmarked for a reserved category shall be opened for a general category student.
- In case of extra demand for admission, college gets permission for extra division from university.
- A student who does not claim his / her admission within a fixed time limit shall not have any right to claim it afterwards.
- Students shall reach the classrooms in time and the day starts with prayer.
- Every student should wish the staff members on his / her first meeting of the day.
- When a member of the staff enters the classroom, the students should stand up as a token of respect.
- Students shall maintain strict silence in the classroom and also while moving in college corridors.
- The power to take disciplinary action against a misbehaving student is inherent with the Head of the institution and the Discipline committee.
- No students shall leave the classroom without the permission of the staff concerned.
- Students shall enter the staffrooms with the prior permission of faculty for specific purpose.
- Students shall maintain dignity and decorum during common college functions.
- Students shall keep the campus clean and green.
- Students are prohibited strictly from spitting in open spaces.
- Chewing tobacco is strictly prohibited. If any one is found guilty 300/- penalty is laid down.
- Smoking inside the college campus is strictly prohibited.

- Misbehavior and malpractice in connection with academic endeavour will lead to suspension or dismissal.
- Students are not permitted to use mobile phones in the classrooms, library, language laboratories, examination hall etc. At college time NAMO tablets are permitted for academic purpose. Students use NAMO wifi facility in a right and academic purpose only.
- Students shall cultivate reading habit by making use of the library effectively during the leisure time.
- Students shall submit their assignments and term papers on time.
- Students are expected to read the notices put up on the college notice boards. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with the directions contained therein. Sometimes notices are put in digital form on the LCD TV.
- Students responsible for any deliberate damage to the furniture, electrical installations, door, windows or other properties shall be fined heavily at the discretion of the Principal whose decision shall be final.
- Vehicles must be parked and parking areas allotted to them and every student has to obey the rules of parking.
- Health card is issued by the college but the medical treatment is provided by Jeevandara Hospital.
- Ragging is strictly prohibited. If students found guilty of such activities are liable to be summarily dismissed from the college as per the order of Anti-ragging committee established by the college as per U.G.C. guidelines.
- The Principal shall have the final and absolute authority to penalize dismiss or suspend any student whom he finds guilty of misbehavior or violation of the rules of the college inside or outside the campus after conducting such enquiries as he deems fit.
- Students shall represent their grievances and suggestions in writing to the principal through Students Grievances cell.
- Students shall abide by the good name and traditional culture of the institution through good conduct and self discipline on the campus and in the classroom.

- In case any criminal case is registered against a students by the law enforcing authorities. He / She should intimate the same within 24 hours to the Principal, failing which he / she is liable for disciplinary action leading to expulsion.

Apart from these College level Statutory Bodies, we do follow strictly the University and Statelevel Statutory Bodies' Rules as follows:

1. **Leave Rules, Pension Rules and General Service rules Govt. of Gujarat** [https://financedepartment.gujarat.gov.in/Documents/Rule-Eng\\_4\\_2014-2-13\\_662.pdf](https://financedepartment.gujarat.gov.in/Documents/Rule-Eng_4_2014-2-13_662.pdf)
2. **H N G University Act Govt. of Gujarat** [http://gujarat-education.gov.in/education/download/act/gujarat\\_act\\_no.22\\_of\\_1986.pdf](http://gujarat-education.gov.in/education/download/act/gujarat_act_no.22_of_1986.pdf)
3. **Gujarat Affiliated Colleges' Tribunal Act** [https://lpd.gujarat.gov.in/assets/downloads/act\\_31052012\\_a4.pdf](https://lpd.gujarat.gov.in/assets/downloads/act_31052012_a4.pdf)
4. **Commissionerate of Higher Education, Gujarat State** <http://egyan.org.in/Public/frmAboutUs.aspx>
5. **University Ordinance for Service Rules of Teaching and Non-teaching Staff**