

CODE OF CONDUCT, POLICIES AND ETHICS



**SHRI R. R. LALAN ARTS AND SCIENCE
COLLEGE,**

(NAAC Accredited B ++)
Government College,
Bhuj-370001 (Kachchh, Gujarat)

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CODE OF CONDUCT FOR STUDENTS

1. It is expected of students to actively engage themselves in learning process and must inculcate the habit of regularity. Students should enter their lecture classes on time.
2. Students must follow the discipline in the college campus and follow the rules of the college.
3. All the students should keep their I-cards with them while within college campus.
4. Use of electronic gadgets like mobiles, tablets, laptops etc. is strictly prohibited during classroom teaching and practical.
5. Students should go to their allotted classrooms/laboratories as per the time table or instructed by their concerned teachers instead of moving in the college lobby. During the breaks or free lectures, they should utilize library, or spared classrooms (with permissions) and should not create any disturbance to other ongoing classes.
6. Abusive and improprie language will not be encouraged.
7. Students should regularly check announcements/ notices on college notice board/website or may remain in touch with concerned teacher for any further instructions.
8. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises as per the UGC directives. Any student/students involved in such activities will be immediately expelled from the college.
9. Consuming alcohol, guthkha/pan masala and smoking is strictly prohibited in the premises and punishable as per the govt. directives.
10. Vehicles must be parked in the parking lot
11. Students should not damage or harm any college property /classroom/garden on the campus. Offense to this may raise disciplinary actions.
12. Students are encouraged to inculcate the values such as honesty, compassion, integrity and truthfulness so they can become better and responsible citizens of the country. Students are expected to maintain cleanliness in the campus and must not litter. They are expected to keep the campus Eco friendly and plastic free.



13. Theft or abuse of the Institute computers and other electronic equipment such as computer, tube light and bulbs, fans and other services which includes unauthorized entry, use, tamper, etc. of Institute classrooms, computers, networks and other restricted facilities and interference with the work of others is a punishable offence.
14. During field visits/study tours, students should take necessary permissions from their parents/guardians.
15. During visit to the college library the students are expected to adhere to strict discipline without causing any inconvenience to their fellow students. Any loss or damage of book or magazine is liable to be punished. Theft or stealing of any magazine, book or periodical from the college library can lead to suspension of the student.
16. College facilities and infrastructure are for students and it creates healthy academic atmosphere on campus. Hence, students should try best to maintain the academic decorum during their study tenure.

Violation of college policies or academic atmosphere in any way will be considered a punishable offence and actions will be taken.



CODE OF CONDUCT FOR STAFF MEMBERS

Being a government run college all the teaching, non-teaching administrating staff is appointed by Government of Gujarat. Hence, all the staff is bound by the Gujarat Public Service Rules (GCSR) and amendments made therein time to time by the government. The details of which can be accessed <https://sites.google.com/site/marugujarat2020/downloads/gujarata-mulki-seva-niyamo-2002>

Moreover, the teaching and non-teaching staff residing on the campus has to follow rules to keep the campus clean and help college authorities to keep the campus eco friendly.



CODE OF CONDUCT FOR GIRLS HOSTEL

The code of conduct for the hostel facilities are designed by the college and Women Development Cell. Proper female warden is assigned to the girl's hostel. The students residing and their parents are made aware with the rules and regulations at the time of their admission and hostel agreement. The same can be made available from the college authority/Women Development Cell of the college.

The students residing in the Girls has to follow the rules of Girls hostel as well as cooperate in keeping the campus clean as per the college green policies.



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SHRI R. R. LALAN COLLEGE, BHUJ

CODE OF ETHICS AND POLICIES FOR RESEARCH

Purpose

Research serves as base of healthy development and progression of an individual, institute and community. This has served as base for innovation, policy making and catering scientific curiosity. Global research lies on the base of ethics and honesty of researcher as well as research atmosphere made available to the researcher. Thus, it becomes vital to adopt truthful and ethical code of conduct by the institute as well as a researcher.

This Code of conduct shall apply to the faculty and students of Shri R. R. Lalan College, Bhuj. It shall apply to all Research projects, Consultancy projects, Dissertations, Project Reports and Research Papers / Articles based thereon which are submitted, by the faculty and/or Undergraduate / Postgraduate students, to the Institution's Research whom so ever is undertaking in the college or with its affiliation.

- The institute encourages creation and promotion of research culture among students and teachers.
- To identify potential research areas and specify research topics of academic, practical and socially relevant topics.



- College will promote and encourage collaboration for research and publication with due acknowledgement preferably given where ever required.
- It is advisable to have quality research publications (as directed by UGC). Also, organizing seminars, conferences and workshops addressing proper theme is highly recommended.
- The faculties need to take prior permission before submitting a proposal and have to use proper official procedure.
- The faculty shall adhere to the norms of the funding agency of central or state Govt. as well as rules to abide as per the directives of the Govt.
- Incase of Projects, Principal Investigator needs to follow the procedures of paying overhead charges to the institute as decided by the college.
- The faculties are required to keep proper records and documentation of dissertation being carried out by college or students from other colleges/institutes.
- Faculties and students must follow the rules of Plagiarism check as given by UGC (UGC Regulation on Plagiarism 2018), available on https://www.ugc.ac.in/ugc_notices.aspx?id=MjA3OQ==
- The faculties are required to maintain their research credentials like publications, conferences, projects etc. to college research committee and IQAC updated. The same shall be produced whenever required or asked by research committee or IQAC.
- Research scholars must acknowledge and attribute all sources used conducting research in line with their specific study. Also they should ensure citation of proper references or acknowledgement to the college/funding agency in publication.



PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Shri R. R. Lalan College is one of the oldest Govt. colleges of the state. It has a vast campus area and allied facilities for the betterment of students and community. Being a Government college, the maintenance and utilization of such large infrastructure is achieved through following Govt. rules and guidelines.

PHYSICAL FACILITIES:

The college has vast building inclusive of hostel, campus area, classrooms, science laboratories and auditorium etc. The college staff and the core committee keep a check on the building maintenance and repair work. Being a Govt. college, maintenance and extension work of physical infrastructure are done by RNB (Road and Building Dept. Govt. of Gujarat)/PWD. The college also has core committee for decision making and utilization of respective grants following govt. rules.

- Stock register in the college are maintained and purchase are made through Govt. procedures and/or GEM portal.
- The college has contractual cleaning staff which helps in keeping the building and campus clean.
- The minor repairs and plumbic maintenance work are carried out by the college with decision of respective committee.
- Being a Govt. college, many of the physical purchases are directly done by the Govt. and are allocated to various colleges of the state.
- FIRE SAFETY: The college has fire safety mechanism installed the regular checks are made for this.



ICT Facilities:

- The campus is equipped with camera. Classrooms and departments has PC, projectors and regular maintenance of these are done by a system of monitoring and addressing. The PC are equipped with Antivirus programme.
- The maintenance of PC in department are directed to the authority through channel and are resolved by having maintenance in time.
- The DELL laboratory is connected in LAN/Wi-Fi and it is open for the students as time permits them. The campus is having free Wi-Fi allotted as per the Govt. scheme.

LABORATORY FACILITIES:

- The laboratories and instruments are regularly monitored by the concerned teacher. The cleaning of laboratories is done regularly.
- The purchases of laboratory or the instruments are done by following Govt. procedure or are centrally purchased and allotted to the college.
- The chemistry laboratory has a post of Store keeper which monitors and keep an eye on the chemicals utilization and issues.

ACADEMICS

- The academic quality checks are regularly made with the help of updated syllabus by Board of studies and Academic council.
- Most of the staff members of the college are part of BoS or AC of the University, thus play important role in designing a updated curriculum.
- The college also has a core committee & IQAC for taking important decisions to enhance academic quality.
- The college follows mechanism of partial decentralization by having various departments and their HoD's which can serve as a better way for monitoring and quality control.



LIBRARY FACILITY



- The library facilities are upgraded with the help of suggestion from Librarian and Principal.
- The library is being automated with SOUL software and yearly addition new books, journals and e-content are done to enrich the facility.
- The weeding of the books is also done for maintenance.


PRINCIPAL
R. R. LALAN COLLEGE
Bhuj - Kachchh.

