

Code of conduct for the Principal:

The Principal is the Academic and Administrative Head of the Institution and is committed to the cause of the growth and the progress of the institute. S/he is expected to:

1. Organize College Development Committee meetings as per the norms.
2. Coordinate and motivate the faculty, administrative authorities and the supporting staff in order to enhance their efficiency and competence.
3. Be responsible to the Stakeholders, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
4. Closely observe various academic activities like organization and conduction of conferences, seminars, workshops and other academic events.
5. Monitor and guide the Heads of Departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

Code of conduct for Students:

Students/ parents /guardians are specifically requested to make a note of the rules and guidelines related to discipline and code of conduct for the students of Gujarat Arts & Commerce College (Evening):

1. Students shall attend classes from the day the courses commence to the last day of each term when the courses are declared to conclude during each academic year.
2. Student shall complete all the term work / assignments as per the specified schedule.
3. Students must maintain punctuality while attending all theory classes.
4. Students must wear the college Identity card every day without fail and come to college appropriately dressed.
5. Strict disciplinary action will be taken against those students who fail to attend weekly tests, MCQ Test and internal assessment.
6. Students shall not participate in any political and antisocial activities
7. Students shall help in keeping the building and campus of the institute clean and tidy.
8. Students shall not indulge in addictive habits and follow all regulations pertaining to ragging, eve-teasing.
9. Students are expected to show respect to elders and teachers and get along well with their peers.

Code of conduct for Teachers:

Responsibility and Accountability:

1. Teachers shall handle the subjects assigned to them by the Head of the Department.
2. Teachers shall complete the syllabus in time.
3. Teachers shall carry out other academic, co-curricular, exam-related duties and organizational activities that may be assigned to them from time to time.

Punctuality and attendance:

1. Contractual and visiting teachers are expected to sign the attendance register while reporting for duty.
2. Teachers are expected to be present in the college campus at least 10 minutes before the college starts.
3. Teachers shall remain in the campus at least for five hours.
4. In case the teacher needs to leave the campus for personal work, s/he needs to take permission from head of the department or principal whichever is applicable.

Leave:

1. Leaves are sanctioned as per guidelines as per GCSR while availing Casual Leave or Duty Leave.
2. Prior written permission is required from Principal/HOD at least a day in advance
3. Not more than 25 percent of staff members in a Department will be allowed to go on Casual Leave or Duty Leave on any particular day.
4. A maximum of 15 days of Casual Leave can be availed in one academic year.

General:

1. Teachers are not permitted to use cell phones while taking classes and while supervising examination work.
2. Teachers are expected to always wear their identity badges while inside the college premises.
3. Heads of Departments must submit the department time table and individual teachers' time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.

Code of Conduct GACC

Code of conduct for Support Staff:

Responsibility and Accountability:

1. Support staff should complete all the responsibilities assigned to them.
2. They should behave professionally at all times.
3. They should be prompt in their services.
4. They should report to duty and to the concerned departments which they have been assigned.
5. They should work in the interest of the general well-being of the college and of that of the teachers and students.
6. They should contribute towards enabling a supportive learning environment.

Punctuality and attendance:

1. They should sign the attendance register while reporting for duty.
2. They are expected to be present in the college campus at least 10 minutes before the college starts.
3. They should remain in the campus till the end of college hours or the number of hours specified to them in their appointment order.

Leave:

1. Prior written permission is required from Principal/HOD at least a day in advance while availing leave.
2. Not more than 25 percent of support staff in a Department will be allowed to go on Casual Leave or Duty Leave on any particular day.
3. A half day Casual Leave will not be sanctioned.