



Gujarat Law Society's
H. A. COLLEGE OF COMMERCE
AHMEDABAD
ELLISBRIDGE, AHMEDABAD – 380006

CODE OF CONDUCT

Conduct of an individual is expected to display the basic values of:

- freedom,
- peace,
- morality,
- equality, and
- justice

Each individual should strive to achieve the aim of fulfilling the mission of the college to present an individual equipped with humanitarian values and respect for all.

CODE OF CONDUCT HANDBOOK FOR PRINCIPAL, FACULTY, AND ADMINISTRATIVE STAFF

- The Principal shall be solely responsible for the overall administration and management of the college activities under the authority of the Gujarat Law Society.
- The Principal shall coordinate with the management to proceed with the new appointment of teaching and non-teaching staff.
- The Principal of the college shall work under the authority of the management, and would carry out all the activities in guidance and consultation of the management.
- All faculty members/employees of the educational institution should be punctual and discharge their duties with diligence and faithfulness.
- All faculty members should be impartial in their conduct towards the students.
- All faculty members should exhibit sympathetic attitude and be helpful to the challenged students.
- Faculty members shall not promote malpractice in connection with college activities in general and examination in particular.
- Faculty members are expected to be dressed in a manner which would display dignity of their work.
- Faculty members should give a complaint in writing to the Principal in case of any grievances.

- The Principal of the college shall resolve the issue in consultation with the management.
- All communication with the management should be forwarded through the Head of the Institution/Principal.
- In case of a grievance against the Principal, an application to the management shall be made and the decision of the management would be binding.
- Faculty members and administrative staff should not engage in monetary transactions with the students/parents/colleagues.
- All the rules of the University, the University Grants Commission, and the Higher Education Department of Government of Gujarat shall be binding on the employees.
- Permission of the Principal and the management is necessary for joining/taking course for career advancement.
- All employees should not smoke, chew tobacco, or consume any intoxicating content on the campus.
- Political affiliation and carrying on activities in support of any party is strictly prohibited.

CODE OF CONDUCT HANDBOOK FOR STUDENTS

- Admission to the institution is strictly based on merit as per the centralised admission process carried out the Gujarat University within the rules of reservation policy of the Government of India.
- While on campus, all students are required to carry their identity cards on their person, in a manner where it is visible, and present it whenever asked for by the authorities.
- Students should strictly maintain discipline in the classroom and on campus.
- All the students of F. Y. B.Com and the new entrants shall have to undergo medical test.
- Students should not leave the classroom without the permission of the concerned teacher.
- Internal test is compulsory, and the eligibility for appearing in the University exams shall be totally dependent on the same.
- Usage of mobile phones is strictly prohibited inside the classroom.
- Damage to any property of the college will attract strict action and penalty.
- Students' conduct should not be such that it would tarnish the prestige of the college. If found so, the college shall exercise the right to suspend the student at discretion.
- Students should be aware of the notices put up on the college notice boards, college website, and other applications.
- Smoking is strictly prohibited on the college campus.
- Vehicles must be parked in the separate parking area allotted to the students.
- Usage of internet shall be strictly limited for educational purpose only.
- In case of any grievance, students may drop their complaints in writing, in the suggestion box, contact the Principal personally, or approach the Grievance Redressal Cell Members and Collegiate Women's Development Cell Members.
- Students can seek membership of any of the following societies of the college:
 - NSS, NCC, H.A. Gandhian Society, and Antarnaad.