

# SHAH NARITTAMDAS HARJIVANDAS COMMERCE COLLEGE VALSAD.

શાહ નરોત્તમદાસ હરજીવનદાસ કોમર્સ કોલેજ, વલસાડ

(Accredited "B" by NAAC)

ડો. મોઘાભાઈ વિદ્યાસંકુલ,  
શ્રી મોરારજી દેસાઈ નગર,  
કોલેજ કેમ્પસ, તીથલ રોડ, પો.બો.નં.-૪૮,  
વલસાડ.-૩૯૬ ૦૦૧.(વે.રેલ્વે)



Dr. Monghabhai Vidyasankul,  
Shri Morarji Desai Nagar,  
College Campus, Tithal Road, Po.Bo.No-3,  
Valsad.-2001. (Way Railway)

Email: [shahncc@yahoo.com](mailto:shahncc@yahoo.com)/ [principalshahncc@gmail.com](mailto:principalshahncc@gmail.com) Web Site : [www.shahncc.com](http://www.shahncc.com)

## Code Of Conduct

### CODE OF CONDUCT FOR PRINCIPAL, TEACHERS, NON TEACHING STAFF AND STUDENTS

#### PRINCIPAL

1. The Principal should always be honest, fair, objective, supportive, protective and law abiding.
2. Should implement new ideas and plan to execute the college vision and mission.
3. Should promote democratic values on campus and make the campus a liberatory and emancipatory space
4. Listen to staff and student's ideas and set a supportive tone.
5. Ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
6. Should be just and fair in interactions with staff and students.
7. Should establish effective channels of communication and ensure ease of access to staff and students.

#### TEACHERS

##### I. Teachers should :

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the academic community
2. Seek professional growth through study and research
3. Contribute to knowledge building through meaningful participation and sharing of ideas at professional meetings, seminars, conferences etc.
4. Maintain active membership of professional associations and organisations and build networks and alliances within academia
5. Perform their duties in the form of teaching, tutorial, practical and seminar work and carry out all responsibilities assigned by the institution in matters relating to admission, invigilation and assessment.
6. Participate in extension, co-curricular and extra – curricular activities including community service.

**Teacher should also follows the ordinance 69(A) & 69(B) of Veer Narmad South Gujarat University of Surat.**

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## II. TEACHERS AND THE STUDENTS

1. Teachers should accord dignity and respect to all students across gender, caste, class, religious and ethnic locations.
2. Respect students' rights to freely express their opinions
3. Be just and impartial with students regardless of their religious, caste, political, economic, social locations.
4. Celebrate diversity within classrooms not just in terms of social locations but also in terms of capabilities and strive to meet their individual needs
5. Encourage students to improve their academic performance and also contribute towards the community.
6. Inculcate among students a spirit of critical inquiry and the constitutional ideals of democracy, patriotism and peace;
7. Not humiliate, belittle, objectify or body shame students
8. Be mindful of the fact that each student is different and they have different boundaries and sensitivities.
9. Treat students with kindness and compassion

## III. TEACHERS AND COLLEAGUES

### Teachers should:

1. conduct themselves with absolute dignity and decorum in their dealings with senior and junior colleagues and students
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Be mindful of prejudices along caste, class, gender, ability and ethnic lines and not allow them to interfere in their discharge of duties.

## IV TEACHERS AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners
2. Teachers should help in the functioning of committees and cells comprising both teachers and the non-teaching staff

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## V. TEACHERS AND SOCIETY

### Teachers should:

1. Recognise that education is a public service and therefore should keep the public informed of the educational programmes which are being provided;
2. be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole;
3. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
4. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups.

### NON-TEACHING STAFF

1. All Staff members employed in the Institute shall discharge their duties efficiently and diligently as per the rules and regulations laid by college
2. All Staff members should display the highest possible standards of professional behaviour.
3. Punctuality and discipline is of utmost importance.
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff member should be respectful and dignified in interactions with students, teachers and colleagues
6. Staff members must refrain from any form of harassment or discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.