



Estd. : 1991
Shri Surat Jilla Sahakari Spinning Mill Vidhyasankul
Shri Surat Jilla Sahakari Bank Commerce College &
Shri Sayan Sahakari Khand Udhog Arts College
Grant -in-Aid College, Affiliated to Veer Narmad South Gujarat University, Surat.
Conducted by Shri Pramodbhai Kanaiyalal Desai Kelavani Mandal, Olpad
At. & Po. Olpad, Dist. SURAT-394540 (Gujarat)
Re-Accredited 'B' Grade (2.20 CGPA) By NAAC

Code of Conduct for the Staff

- ❖ The principal as the Head of an Institution shall monitor general administration and academic program related matters in guidance of the management and in co-ordination with the teaching and the support staff.
- ❖ The Principal shall be the chairperson of all the committees appointed at college level for smooth functioning of the Institution.
- ❖ Principal is directly answerable to the managing Committee of the Trust.
- ❖ Every employee of the Institution shall abide by the rules and regulations of the affiliated University, State Government and UGC.
- ❖ Every employee shall follow general code of conduct, work ethics and behave to maintain the decorum of the Institution.
- ❖ Every Employee in the educational institution shall maintain punctuality, regularity and faithfulness in their respective duty.
- ❖ Every Teacher must be impartial in his/her relations with all his/her student. He/She should be sympathetic and be helpful, particularly to the slow learners.
- ❖ No Teacher shall indulge in or encourage any form of malpractice connected with examinations or other college activities.
- ❖ The employees shall give a written complaint to the Principal if they have grievances. The Principal shall resolve the issues if there is a matter to be submitted to the management. If shall be forwarded through the Principal.
- ❖ All the employee working in the institution shall abide by the rules of University, UGC and Government.
- ❖ An employee shall seek permission of the Principal and Management in case he/she wishes to join a course for career advancement.
- ❖ Every students shall be given equal opportunity in all the matters related to teaching learning as well as in extra-curricular and extension activities.

Code of Conduct for the Students

- ❖ Students will be given admission on merit basis within the rules of reservation policy of the Govt. of India.
- ❖ It is mandatory for the students to wear identity Card in the college.
- ❖ Students should reach the classrooms in time. 75% attendance is compulsory.
- ❖ Students should maintain discipline in the classroom and on Campus.
- ❖ It is compulsory for the students to take part in any of these extension activities NSS/NCC/P.T/Saptdhara.
- ❖ All the students of F.Y.B.Com & F.Y.B.A newly admitted students have to undergo medical test.
- ❖ Internal test is compulsory. Students who pass in more than 50% subjects shall be eligible to appear in the University Exam.
- ❖ Mobile phone is strictly prohibited in the class room.
- ❖ Strict action & penalty shall be imposed on students for damaging any college property.
- ❖ Any student tarnishing the prestige of the College shall be suspended with immediate effect.
- ❖ Students are expected to read the notices put up on the college notice boards and college website.
- ❖ Smoking is strictly prohibited on the college campus.
- ❖ Students are not permitted to carry their mobile phones in the examination room.
- ❖ Use of Internet should be made only for educational purpose.
- ❖ Student shall put their grievances and suggestions in writing in the suggestion box.
- ❖ Any student should not bully or harass other student/students on the base of cast, religion and physical disability in person or on any platform of social media. Legal action will be taken against such students.