

CODE OF ETHICS AND CONDUCT FOR JMPC STUDENTS

Preamble:

This code of conduct (herein after briefly described as “Code”) is mandatory for all the students who enroll for various programmes offered by the college (J.M. Patel College of Commerce – “JMPC”) both aided and/or self-finance, hence all the students shall take note that they are bound to strictly observe the rules of conduct as per the code and shall have the rights and duties as specified in the code.

The code endeavours to inculcate the principles of self-discipline, social responsibilities, collective responsibilities and peaceful co-existence among the students.

Area of Operation / Jurisdiction of The Institute:

The institutional jurisdiction shall exist over the conduct/behaviour of the enrolled students irrespective of their caste, creed, color and religion and the institute shall have all the powers to take cognisance of all the acts /events/incidents of ragging or otherwise taking place within the institute campus. The institute shall also have powers to exercise its jurisdiction in case of incidents happening outside the college campus which may spoil the reputation of the institute and which may affect the law and order within the college campus.

The code shall be equally applicable during university sponsored activities, functions hosted by other recognized student organizations and /or any other such organizations for the benefit of the institute and the students.

Students enrolling for any of the programmes offered by the institute and their parents / guardians shall be presumed to have carefully read and understood this code as amended from time to time and ignorance of the same shall not be accepted as excuse at any point of time.

Rules for general discipline to be observed by the students.

Do's For the students –

Students shall

- (a) prominently display their valid I card on their person, preferably by wearing round the neck, while in the college campus and shall produce it to the college staff for verification as and when demanded.
- (b) report to the college sufficiently before the scheduled time table and shall adhere to the rules made therefor from time to time.
- (c) attend all the lectures as scheduled and shall maintain strict discipline during the course of the lectures.
- (d) strictly adhere to the statutory rules for attendance.

- (e) visit the library as frequently as possible and make optimum utilization of the library resources.
- (f) protect property of the institute and shall immediately report the incidents of damage being caused to the college property to the concerned authorities.
- (g) immediately report the incidents of ragging within the college campus to the anti-ragging committee.
- (h) also participate in the extracurricular /cocurricular activities conducted by the college and shall also help their colleagues in the academic and other activities of the college as much as possible.
- (i) carefully handle the library resources / laboratory resources/computers /computer accessories/ furnitures/sports materials made available to them by the college and shall return it to the college on the expiry of the permitted usage period without any delay.
- (j) provide true and correct details about their addresses, contact number /email ids if their parents and update the same as and when changed.
- (k) report the matters of sexual harassment, ragging, misconduct, unfair means to the students' grievances cell or the appropriate special cell established for the cause.
- (l) shall pay utmost respect to the teaching and non-teaching staff of the college and shall strictly follow the instructions issued by them from time to time.
- (m) shall preserve the fees receipts/deposit receipts/mark sheets/certificates etc. issued by the college with utmost care.
- (n) report to college office about unclaimed / forgotten bags, money purses, books, umbrellas etc. noticed by them within the college campus.
- (o) report to the attendance committee about their absence from the college for a considerably long period of time along with the reasons and valid documentary evidences.
- (p) Help the students council and other committees in conduct of various activities in a disciplined manner.
- (q) park their vehicles only in the area reserved for students parking in the college campus.
- (r) visit canteen only during the recess time or after the lecture hours.
- (s) equally respect other religions and shall help the institute in maintaining religious harmony.

Don'ts for the students-

Students shall not

- (a) enter the college campus without valid identity card.
- (b) invite or bring along outsiders/anti-social elements to the college campus without prior permission.
- (c) remain absent from the college without valid reasons.
- (d) report to the college late/after the scheduled time.
- (e) loiter in the college campus after the college hours.
- (f) cause damage to the college property (library resources/laboratory equipments /electronic gadgets / furnitures etc.)
- (g) abuse the college computers/electronic resources / internet etc. for anti-social purposes which cause loss of reputation to the college or which constitute cyber-crime.
- (h) indulge in ragging activities.
- (i) consume liquor/narcotic substances, smoke in the college campus.
- (j) audio or video record any of the college infrastructure, lectures, events, seminars, workshops etc. without prior permission from the appropriate authority.
- (k) provide any audio or video recording concerning the college in any manner whatsoever to any media, press or any other agency without prior permission from the college authorities.
- (l) interact with any media representatives, NGOs etc. on behalf of the college without prior permission from the college authorities.
- (m) shall not post any derogatory /defamatory material on the social media concerning the college infrastructure, management, teaching non-teaching staff members, fellow students etc. so as to cause loss of reputation to the institute or so as to constitute any offence under the prevalent laws.
- (n) post any lewd remarks on WhatsApp groups or any other social media groups so as to offend/annoy other group member or any particular community.
- (o) misbehave with the college staff / guests /invitees/visitors etc.
- (p) not use mobile phones within the prohibited area of the college campus.
- (q) create noise pollution within the college premises by unwarranted honking.
- (r) steal the college property and /or any valuable belongings of the fellow students, staff members etc.
- (s) park their vehicle in the area reserved for management and staff members of the college.
- (t) not indulge in any type of unfair means during the examinations, not give threats to any of the college staff members in respect of their exam results, attendance etc.
- (u) physically or sexually harass the fellow students or the staff members, visitors etc.
- (v) involve themselves in physical fights/assaults within the college campus.
- (w) cause breach of peace /disturbance of any nature whatsoever while sitting in the college library.

- (x) furnish untrue or misleading particulars about their residential / communication address, contact numbers etc. of their parents, guardians.
- (y) misbehave or represent any political party during the college elections, cultural festival/events, sports events, seminars, workshops, training programmes, industrial visits, study tours, camps etc. within and outside the college premises.
- (z) sell or distribute narcotics substances, cigarrates, liquor, drugs etc. both inside and outside the college campus nor should they carry any weapons to the college campus.