



V.P. & R.P.T.P. Science College, Vallabh Vidyanagar

(Managed by Charuter Vidya Mandal)

Code of Conduct

The educational success of students depends on self-discipline. A Code of Conduct has been developed to foster an atmosphere, which will encourage the development of self-discipline. While the responsibility for setting self-discipline as a goal falls to each student, the Code is meant to provide each individual with the support of fellow students, teachers, administrators, parents and the community. This conversation disseminates to students and parents the substance of the rules or standards in V.P. Science College.

It is the tradition that education is best served when parents, students and teachers communicate with each other on matters of mutual concern. When problems occur, it is recommended that parents and/or students talk directly to the specific staff member involved rather than to a third party. This will help us build a strong foundation of trust & togetherness, which continues for years to come!!

Faculty as a Role Model:

Since time immemorial people equalize teachers with God. There has to be a reason for the thought being continued until this day and time, when the whole system of education has revolutionized. To the extent that the teacher of today empathizes, listens, understands, spends time with the students and assumes roles, from a teacher teaching, to a counselor listening to even a parent sometimes who displays affection where the need be. A teacher today plays the role of a friend, philosopher and guide to the fullest.

So, when one person plays such a multi-faceted role in our lives, one person who helps you to be a CEO of a company, eventually, what is the student's role, towards them?

Respect, yes, acknowledging them with respect, yes, being in class on time, yes. But what else?

The teachers the students come across in SIMS are dynamic young teachers. They are able to relate with the students more, understand them more, and empathize more. But, there is a fine line between teachers as teachers and teachers as friends. As grown up individuals, the students should be able to know of this difference, time and again. We, as an Institute would not like to 'step in' to remind the students of 'stepping over'.

Conduct in the Classroom:

We, very often use the word 'The Learning Centers' synonymously for classrooms. Obviously, disruption at a place which is meant to focus on learning, knowing, building and sharing, has to be used for these only.



Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or related activities.

As students of SIMS, they are expected to show a respect for order, the rights of others, and to exemplify in their daily activities a sense of honor and integrity.

Student conduct is considered an integral part of the educational process. Active learning, open inquiry, and the free expression of informed opinion are the foundations of a liberal education at SIMS.

However, any behavior that interferes with an instructor's ability to conduct the class is prohibited.

SIMS, has the following expectations from the students:

- Students are expected to be attentive and courteous during class or lab.
- Students complete the assigned work, as each of you are ultimately responsible for your own achievement.
- Students are expected to turn off cell phones, pagers, and beepers before entering the classroom/lab and will remain off for the duration of the class. Cell phones are not to be visible or used at any time, especially during quizzes or exams.
- Students should arrive for class on time, and are expected not to leave class early. Random coming and going while class is in session is unacceptable. If they must leave early, the faculty has to be alerted prior to class and should never walk between the class and the instructor during lecture. Also, they leave in complete silence.
- It is imperative that the students be in their seat, that they are quiet, that their materials are readily available, and that they are ready to learn. The students are also to gain familiarity with classroom technology such as computers and calculators in advance.
- The students should be respectful when addressing the professor/teacher
- The students should not talk to others while the professor or another student who has the floor is talking. If they miss instructions or information while they are talking, they cannot expect the professor to repeat himself.
- A policy of no eating and drinking (including gum, candy, and water) in the classroom is in effect.
- Visible and audible signs of restlessness are distracting for both the instructor and other students. Please wait until the instructor dismisses the class before you begin packing.
- It will always be to your advantage to attend class, to listen, to take notes, to do the assigned work, and to study. It goes without saying that your grades are a reflection of your diligence.

No electronic music devices such as, Walkman's, MP3, iPod, or similar items may be used at the campus during school hours unless approved for Institutional purposes.



Code of Conduct: Dressing:

In order to create an atmosphere conducive to teaching and learning, all the students are expected to give proper attention to personal cleanliness and to dress appropriately for the Institute and Institute functions. The students, as well as their parents have the primary responsibility for acceptable dressing and appearance.

Dressing, grooming and appearance shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process; that extremely brief or revealing garments are not appropriate;
4. Not include items containing words or insignia that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability; and
5. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs, and/or encourage other illegal or violent activities.

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

Any of the students who refuse to do so shall be subject to discipline, up to and including in-school suspension for the day and any of them who repeatedly fail to comply with the dress code shall be subject to further discipline, up to and including out-of-college suspension.

Code of Conduct: Smoking, Liquor, Drugs, Obscenities.

Knowingly possessing, using, transmitting, or being under the influence of a controlled substance, unauthorized drug or its paraphernalia, any look-alike drug or alcohol in the campus by the students is, apparently prohibited at all times, including those times of participating in or attending school sponsored activities held at the school or elsewhere.

Use of tobacco in any form in the school buildings or on the school grounds is also prohibited.

Use of obscenities or vulgarities, gambling, wagering, or betting of any type, either on or about the campus are strictly prohibited too.

The students are free to express their point of view provided they do not seek to coerce others to join their mode of expression and provided they do not otherwise intrude upon the rights of others. Obscene, lewd, vulgar, offensive, inflammatory, or defamatory expressions will not be tolerated.

Code of Conduct: Violence

The Institute seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests



of the Institute; and that does not threaten the physical or mental health or safety of members of the Institute community.

Engaging in bullying, an overt, repeated act or gesture, including verbal or written communications transmitted; physical act committed; or any other behavior committed by the students, individually or in a group, against their peer with the intent to harass, ridicule, humiliate, intimidate, or harm them, will be considered as grounds for expulsion or suspension, especially when the students are:

- a. On school grounds immediately before, during, and immediately after campus hours and at any other time when the students peer is using the campus premises.
- b. Off campus grounds at a campus activity, function, or event; or
- c. Traveling to or from the campus or a campus activity, function or event.

Consequences can range from detention to suspension.

Code of Conduct: Outside the Campus

SIMS, even at its initial stage of infancy, has acquired a healthy image and good reputation. It is therefore, the duty of all Sangvities, to conduct themselves outside the campus, whether at an industry visit or during their summer training, such that the image of SIMS keeps shining at all times.

Mutual Respect:

SIMS presumes mutual respect amongst the students and the staff, faculty and visitors. A positive atmosphere of professionalism and collegiality is essential for everyone to perform to the best of his or her abilities. This requires respect for the opinions and questions of others and behavior that is, at all times, courteous and conducive to creating a pleasant and productive environment for learning and working

The pursuit of mutual respect requires tolerance of intellectual positions and the expression of ideas that are different from, and contrary to, one's own beliefs and values. We expect that the expression of these ideas will be in ways that are consistent with norms of civility toward all people and that demonstrate respect for the cultural traditions of the diverse racial, religious, ethnic and national groups that comprise our Institute.

Keeping the Campus Clean:

All of us are urged to play an active part in keeping our campus and public places clean. It is in our interest to have a clean environment. As part of gracious living, we should use the campus property in the same manner as we treat our own. Our cooperation and understanding is sought in disposing the different waste materials in the appropriate manner or waste bins.

Our social habits reflect our progress towards a gracious society.



Conversation in English: Its importance:

Since the medium of instruction in the institute is English, everybody is, apparently expected to converse in English.

The Wi – fi and its usage:

Infinite internet connection...gives us a lot of freedom....but....

- one should not violate password protection of a computer system,
- download illegal software, download software to cause damage to a system or cause a security breach, or modify a system file.
- using the Internet or any other electronic device for threatening any student or employee, causing disruption in the educational program.
- viewing, sending or posting messages that are abusive, obscene, harassing or damaging another person's reputation is also as prohibited.

Cheating:

Scholastic dishonesty like:

- Plagiarizing, cheating on assignments or examinations;
- engaging in unauthorized collaboration on academic work;
- taking, acquiring, or using test materials without faculty permission;
- submitting false or incomplete records of academic achievement;
- acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement;
- altering, forging, or misusing an Institute academic record;
- or fabricating or falsifying data, research procedures, or data analysis.

Similarly, falsification,

- willfully providing Institute offices or officials with false, misleading, or incomplete information;
- forging or altering without proper authorization official Institute records or documents or conspiring with or inducing others to forge or alter without proper authorization, Institute records or documents;
- misusing, altering, forging, falsifying, or transferring to another person Institute-issued identification;
- intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a Institute official or an emergency service agency.
- Unauthorized viewing, changing, or reconfiguring electronic or hard copy of official school records or information is also prohibited. You can not use hardware designated for faculty/staff without permission being granted by the primary faculty/staff user.

Consequences can range from detention to suspension.



Examinations:

Any form of cheating, plagiarism (assuming the identity of another person or having another person assume one's own identity), personating (the presentation of the work of another person as one's own or without proper acknowledgement), falsification of a document as well as any other form of dishonest behavior related to the ostentation of academic gain or the avoidance of evaluative exercises committed by the student is an offence under this Code. Any attempt at or participation related in any way to an academic offence is also an offence.

The possession or use, during an examination, of any non-authorized documents or materials or possessing a device allowing access to or use of any non-authorized documents or materials, communication with anyone other than an invigilator during an examination or the ostentation of any non-authorized assistance during an examination;

tearing or mutilating an examination booklet, inserting pages into a booklet or taking a booklet from the examination room; are all considered to be an punishable offence.

Consequences can range from detention to suspension.

