



Managed by Surat Education Society

Sheth C. D. Barfiwala College of Commerce

(Affiliated to Veer Narmad South Gujarat University, Surat)

Sahyog society, Sumul Dairy Road, Surat. 395008, Phone : 0261-2537752

Website :- <https://barfiwalacollegesurat.ac.in/>

ISO 9001:2015 Certified ISO 14001:2015 Certified

Code of Conduct for Students

(For UG, PG Students and Ph. D. Scholars)

- Attend classes and tutorials/ Assignments sessions as per the allotted timetable and scheduled timings;
- Submit assignments and assessments in due time and follow faculty members' instructions on submission carefully;
- Attend the mentoring sessions regularly and interact with mentors
- Pay the College and University fees well in time
- Approach and interact with teaching and non-teaching staff in a respectful manner;
- Explore various opportunities provided by the college to enlarge their scope of learning and improve their personalities;
- Use the library, participate in sports activities, extra curricular activities, read notice boards, and gather with friends at hanging out points during their free time without disturbing the overall discipline of the college;
- Promote a spirit of active academic learning and holistic engagement in the classroom and other co-curricular activities ;
- Be mindful and appreciative of the caste, gender, religious, regional, and intellectual, financial background diversity in the college;
- Remember that you represent the values and ethos of the college while representing the college in events and programmes, and their conduct will be treated as representative of the same;
- Carry Identity Cards when in college; In case the student loses or damages the Identity Card, a duplicate will be issued on the application upon payment of the fee
- Keep track of Notices posted on various College notice boards, official whatsapp groups & social media and websites regularly;
- Peruse each whatsapp message/email sent by the college to the registered whatsapp number/email IDs carefully;
- Timely submit all information sought by the college when asked for via whatsapp, email or another medium;
- Help to keep the campus neat and clean; Must always throw garbage/waste papers/items in the nearest dustbins as per the Color Coding Scheme (Green: Biodegradable, Blue: Non-Biodegradable);

- Follow the respective rules and regulations of the Library, associated Hostel, Computer Centre and Sports and various other clubs like SPSS club, Vivekandra Kendra, Cultural club etc.;
- Inform college officials of any undesirable / suspicious activity on the College Campus;
- Hand over any lost item found in the College Campus to the administrative office;
- Maintain friendly, congenial, and amicable relations with other students and foster the same spirit among students' community;
- Play the respective sport only in the Sports playground or the relevant space provided for the same;
- Not create any disturbance near classrooms while teaching is in progress;
- Not misbehave with faculty members, whether in person or through electronic channels;
- Not remove notices from the notice board;
- Not take away or move college equipment/gadgets/furniture without prior permission of official authorised/competent for granting permissions;
- Not deface/destroy/mishandle/vandalise the college property;
- Not smoke or consume liquor, narcotic substance, tobacco, intoxicants, etc. on College Campus; Do not spit tobacco etc. These are very serious and punishable offences;
- Not engage in or promote activities like ragging, eve-teasing and sexual harassment; These are punishable offences;
- For any grievances approach Students' Grievances Cell immediately ; for ragging activity report / approach anti-ragging cell ; for sexual harassment approach the anti-sexual cell immediately.
- Have a minimum of 75 % of the total lectures, tutorials/assignments and practicals delivered separately, Attend the internal examination tests regularly failing which the student will not be permitted to sit for the University Examination;
- Need minimum required attendance (as per University rules) for playing sports at any level (state, national or international);
- Attend the various college functions like Founder's Day Celebrations, Annual Cultural Festival, Sports Day, NCC Day for NCC Students, NSS Day for NSS Students, the Annual Day Function, and other college events;
- Obtain clearance from the college before the University examination based on their attendance record;
- Inform the Principal/Teacher In charge in writing for not attending classes for more than one consecutive weeks, or else their names shall be struck off the rolls of the college;
- Apply for leave in advance and submit it to the Principal, in case of illness. An application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and countersigned by concerned teachers should be submitted within "one week" of rejoining the college. And students should submit fitness certificates on resuming classes;

- Use of Mobile phones (except for ICT enabled teaching-learning as per instructions of faculties during class) during lectures is strictly prohibited. Any violation of this will lead to disciplinary action.
- Follow the instructions given by College management from time to time regularly ;
- Every student enroll in the College shall at all times take reasonable steps to ensure and protect the interest and prestige of the College , pursue his /her studies diligently in accordance with the rules, regulations, ordinances and statutes of the university, maintain discipline and do nothing which is unbecoming of a college student, contravention of ethic shall be tantamount to misconduct.
- In the matter of examination, candidates shall be under the disciplinary control of the Chief of Superintendent of the centre / Head of the Institution and follow the rules and regulations of College and Veer Narmad Gujart University applicable from time to time.