



Handbook on Code of Conduct for Students



**M. G. SCIENCE INSTITUTE,
Ahmedabad**

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1. ABOUT THE COLLEGE

M.G. Science Institute, a leading science college in Gujarat, was founded by the Ahmadabad Education Society in 1947. Established in the land of Mahatma, the Institute has taken the role of a torchbearer spreading scientific temper in a society steeped in superstition and old beliefs for more than six decades. M. G. Science Institute is hailed as the biggest science college in Gujarat and has set high standards of education in Science for almost six decades. This is the only institute in Gujarat which offers the highest number of degree courses-10 at graduate level and 2 at post graduate level. Its pioneering contribution in the field of science education has made the institute most sought after for pure science education in Gujarat. The college has been accredited with the A Grade (2007) and reaccredited with the A grade (2014) by NAAC, UGC.

MISSION

The M.G. Science Institute is committed to impart holistic knowledge in basic, pure and applied sciences with interdisciplinary approach to students from all sections of society. We shall instill high level of moral values and scientific skills in our students so that they become enlightened individuals and improve the living standards all around. Our special endeavour will be to develop our institute as a “Centre of Excellence” in teaching, research and service in the field of science.

VISION

We, at the M.G. Science Institute envisage building a progressive learning community with scientific aptitude. We set global standards to make our students scientifically and ethically stronger, and they, in turn, will serve the nation and the human society to improve the quality of life.

GOALS AND OBJECTIVES

- To inculcate in our students a high-level of self-discipline and dignity.
- To impart academic integrity among faculty and students.
- Application of current technology.
- Shared governance.
- To introduce science and scientific development as an integrated aspect of the culture and tradition of our motherland

Programs offered

1. B.Sc. with specialization in [Botany, Biochemistry, Chemistry, geology, Physics, Statistics, Electronics, Microbiology, Maths, Zoology,]
2. M.Sc. with specialization in [Chemistry, Geology]

College Timings

	Monday to Friday	Saturday
Lecture timings:		
Regular noon classes	10.30 am to 5.30 pm	7.30 am to 1.05 pm
Office	11.00 am to 5.30 pm	7.30 am to 1.05 pm
Library	11.00 am to 5.30 pm	7.30 am to 12.30 pm
Reading Room	10.30 am to 5.30 pm	7.30 am to 12.30 pm

Examination and Evaluation system

The College follows the examination and evaluation system as per the guidelines of the Gujarat University. The B SC program is a six-semester program and M SC a four-semester program. The evaluation system for each subject, for each semester is summarized below.

Evaluation	Conducted by	Marks
External evaluation	Gujarat University	70
Internal evaluation:	College	
College test		15
Assignment/ Projects / Class Tests		10
Attendance		5
Total		100

2. COLLEGE FACILITIES

Campus

M.G. Science Institute in the vicinity of Gujarat & CEPT Universities has a sprawling green campus which houses rare breeds of trees and herbs making it one of the greenest areas of Ahmedabad. The entire campus is wi-fi enabled and under surveillance of CCTV cameras with round the clock security.

Classrooms

Well ventilated, lighted and spacious class rooms equipped with projectors and class-room broadcast systems facilitate easy interaction between teachers and students.

Library

MG has an open access library for independent browsing and a spacious, well lighted reading room. It has a collection of over 20,000 books and a variety of national and international journals, periodicals and magazines.

Computer Centre and English Language Lab

There are 8 fully equipped computer labs in various departments of the institute having more than 150 computers with internet connectivity in LAN.

Auditorium

The college has a 300 seat auditorium equipped with state-of-art audio-video facilities.

Canteen

The college has a canteen serving hot as well as packaged foods and beverages.

Parking

Students are provided with guarded parking facility for their two wheelers.

Hostel

The College has separate hostel facility for boys and girls in the vicinity.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

At the time of admission, it is expected that the student accepts the Code that

- He/she shall be regular and shall complete his/her studies in the College.
- In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the College subject to written consent of the Principal.
- As a result of such relieving, the student shall be required to clear pending hostel/mess and library dues.
- College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others.
- All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying College property or property of other students and/or faculty members
- Any disruptive activity in a class room or in an event sponsored by the College
- Any type of attempt to copy in the examination
- Inability to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards
- Organizing meetings and processions without permission from the College
- Accepting membership of religious or terrorist groups banned by the College/Government of India
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs, smoking on the camp
- possessing, consuming, distributing, selling of alcohol, tobacco and or drugs (abusive substance) in the College and/or throwing empty bottles on the campus of the College
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- Rash driving on the campus
- Theft or unauthorized access to others resources
- Misbehaviour at the time of any activity of the College
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; fighting, pushing and shoving; inciting or participating in a riot or group disruption at the College
- Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College.

- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- Students are expected to use the social media carefully and responsibly.
- They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
- Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, projectors, classroom broadcast system, mikes and other restricted facilities and interference with the work of others is punishable.
- Damage to, or destruction of, any property of the College, or any property of others on the College premises is punishable.
- Indulging in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition, etc.

4. DISCIPLINE POLICY

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to

ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

Warning - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

Restrictions - Reprimanding and restricting access to various facilities on the campus for a specified period of time.

Monetary Penalty - Making the student pay a fine/penalty of a pre-determined amount.

Suspension - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal or not allowing the student to sit for internal examinations and/or university examinations.

5. CODE OF CONDUCT FOR EXAMINATION

- Admit card / Identity Card is compulsory to enter into the examination hall.
- Mobile phones / books / bags etc. are not allowed in the examination hall.
- Possession of mobile phones during an examination will be treated as unfair means.
- Strictly follow the seating arrangement.
- Take the respective seat before 10 minutes of the examination schedule.
- Gossiping / talking will not be allowed in the examination hall. In case of repeated act, student will be expelled from the examination hall.
- Students found cheating in the examination hall, will be reported to Exam committee.
- Student's misbehavior with faculty members / supervisors will be reported to Exam committee.
- Exchange of pens / pencils / drawing instruments / calculators, tables, etc. are not allowed.
- Do not write anything on tables and question paper except roll number on question paper.

- Temporary absence from examination hall will not be allowed. In case of emergency conditions, students can leave examination hall after submission of answer book.
- In case of any grievances regarding question paper, students can discuss with concerned faculty member after examination.

6. CODE OF CONDUCT FOR LIBRARY

All library users are expected to respect the rights and property of others and to treat library resources and facilities with appropriate care and respect.

Library users will:

- Comply with library and college policies.
- Present photo identification upon request.
- Leave the library at closing and limit use of the library to authorized areas only.

Prohibited activities:

Behavior that infringes upon the rights of other library users or staff is prohibited. Prohibited activities and behavior include, but are not limited to, the following:

- Making noise, including loud conversations, talking on cell phones, etc.
- Consuming food or beverages.
- Refusing to show ID or submit possessions for inspection to library or security staff upon request.
- Defacing or damaging library materials including underlining, highlighting, writing, using paper clips, removing pages, taking pictures, or using security devices.
- Monopolizing, misusing, or damaging library furniture, building or equipment.
- Violating copyright or digital licensing agreements.
- Loitering, including refusing to leave the library promptly at closing.
- Denying others access to library materials through theft or deliberate misplacement.
- Using alcohol, tobacco or controlled substances.
- Selling, soliciting or petitioning in the Library; posting or

distributing materials without permission.

- Bringing animals into the library.
- Exhibiting any threatening or intimidating behaviors, e.g., abusive language, threats of violence or harassment.
- Engaging in any sexual activities including, but not limited to: consensual touching, unwanted or inappropriate advances or touching, harassment or indecent exposure.
- Any conduct that constitutes a violation of government laws or the rules and regulations of the College.

Sanctions:

- Library users found in violation of the Library Code of Conduct may be:
- asked to present photo identification to library staff;
- subject to a search of backpacks or bags;
- directed to leave the premises and not return;
- asked to surrender their library privileges.

Disciplinary or legal action may also be taken in accordance with applicable College rules and regulations, government laws and Student Code of Conduct. Serious offenses will be handled accordingly.

7. STUDENT HELP

Anti-Ragging Policy

The College has a coherent and an effective anti-ragging policy in place which is based on the UGC Regulation *on Curbing the Menace of Ragging in Higher Educational Colleges, 2009* [hereinafter referred to as the UGC Regulations]. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Colleges. The said UGC Regulations shall apply *mutatis mutandis* to the College and the students are requested kindly to follow them.

Ragging constitutes one or more of the following acts.

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;

- indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- any act of financial extortion or forceful expenditure burden put on a student by other students;
- any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee

The Anti-Ragging Committee constituting of faculty members and headed by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the committee is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College.

Punishments

A student found guilty will attract one or more of the following punishments depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from undertaking any collaborative work.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- Expulsion from the college and consequent debarring from admission to any other college for a specified period.
- In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

Sexual Harassment Prevention Policy

The UGC's Policy on Prevention and Prohibition of sexual harassment at Workplace 2016 shall apply *mutatis mutandis* to the students of the College. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Student Grievance Redressal Cell

The College has a Grievance Redressal Cell constituting of faculty members and administrative staff members, and headed by the Principal to address grievances of students as well as staff members. A student having any grievance may apply in writing to the Principal/ Grievance Redressal Cell for an appropriate redressal.

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Principal/ Grievance Redressal Cell at the College. Further, any student who is aware of any violations may report the same to the Cell. The Cell shall take cognizance of the grievance and inform the concerned Committee formed to enforce the respective Code.

If a delinquent student is aggrieved by the imposition of any of the aforementioned punishments, he/she may appeal to the Principal/ Grievance Redressal Cell. They may decide on one of the following.

- accept the recommendation of the concerned Committee and impose the punishment as suggested by the Committee, or
- modify and impose any of the punishments as stipulated in the respective Code which is commensurate with the gravity of the proved misconduct, or
- refer the case back to the Committee for reconsideration.

The Principal's decision is final and binding in all the cases.

8. Collegiate Women's Development Cell (CWDC)

The College has formed a CWDC, as per UGC guidelines and instructions from the Gujarat University, to prevent and deter the commission of any act of harassment, including sexual harassment, and to provide the procedure for resolution, settlement, or prosecution of acts of sexual harassment by taking all required steps. CWDC ensures protection of rights and privileges of girl students and female faculty members, and acts as a grievance redressal cell for female students and staff members. It facilitates empowerment and upliftment of girl

students by conducting workshops and lectures to enhance their latent skills and increase their knowledge along with awareness of their rights. It also encourages gender sensitization and equality among students.

9. Udisha - the Placement Cell

As per the State Government guidelines and instructions, the College runs its Placement Cell. The Cell provides career counselling and placement assistance to the students graduating from the College. It acts as a liaison between the industry and the academia. It conducts workshops to sharpen the skills of the students and prepare them for the outside world.

10. STUDENTS' COUNCIL

The College Students' Council comprises of two students from each class nominated on merit basis as per Gujarat University guidelines. Five office bearers are nominated as per the Students' Council Constitution viz. General Secretary, Ladies Representative, Cultural Secretary, Sports Secretary and Debate Secretary. The Principal is the ex-officio President of the Council. The Council works under the guidance of the Professor-in-charge nominated by the Principal. The main function of the Council is to organize various activities to provide opportunities to the students of the College to hone and showcase their talents.

11. STUDENT ACTIVITIES

M.G. acknowledges the importance of extra and co-curricular activities in the overall development of the personality of the students. The College offers a bouquet of varied activities considering the interests and talents of a heterogeneous group of students. The College with its impressive infrastructure and enthusiastic faculty members, provides enriching Intellectual, Cultural and Sports eco-system to the students for bettering their life skills. Various activities and clubs for shaping a three dimensional personality at M.G. Science are given below.

SPORTS ACTIVITIES

Aimed at an all-round development of students, the college lays special emphasis on sports and games. With facilities for sports like cricket, basketball, volley ball, football, table tennis and chess available on the campus itself, students are motivated to play for recreation and physical activity; as well as to represent the college at different competitions at various levels. Students of the college have participated at national & state levels for sports like skating, chess and cricket.

National Cadet Corps (NCC)

NCC is a Tri-Services Youth Organization comprising the Army, Navy and Air Force, engaged in grooming the youth of India into disciplined and patriotic citizens. M.G has a battalion of more than 10 cadets including girls under 1 Gujarat Battalion NCC (Navy wing). Regular drills on campus inculcate discipline and the cadets later go for prestigious camps like Republic Day Camp, Advanced Leadership Camp, Army Attachment Camp, Youth Exchange Camp, etc. NCC cadets get preference in selection for various state government jobs like police department, home guards, etc. A cadet who has secured at least B grade in C certificate exam also gets an opportunity of direct commission into the Armed Forces as an Officer.

National Service Scheme (NSS)

The NSS unit of students works with the objective to identify the needs and problems of the community and involve them in problem-solving. The unit works for national integration and social harmony. It utilizes its knowledge in finding practical solutions to individual and community problems. The college NSS unit enrolls 100 students who organize community service programs like blood donation, tree plantation, Swachhta abhiyaan, etc. The students organize awareness drives for diseases like cancer, aids, thalassemia, etc.; conduct visits to old-age homes and hospitals; and have residential camps at villages.

12. M.G. Science Institute College Magazine

M.G. Science Institute College Magazine provides a platform to the college students for expression of creativity, in the form of writing, painting or

cartooning. It aims to hone the creative skills of the students through three main activities: fortnightly Wall Issue, monthly Library Corner and an annual print magazine. The Magazine provides a stage to the students to showcase their talents in creative writing, fine arts and editing; and to develop marketing, team building and leadership qualities.

13. M.G. Science Institute Alumni Association

M.G. Science Institute has a very active and resourceful alumni association. The Alumni association not only consists of past students, but also faculty members. The Principal of the institute is the ex-officio chairman of the alumni association. The M.G. Science Institute alumni association carries out a number of activities that helps the overall development of all the students on the campus. There are number of cultural programmes arranged for the benefit of the students. The alumni also provide the scholarship to the students who are from the economically backward sections of the society. They also provide financial assistance for the infrastructure building on the campus.