



SSVV Sangh's

SHRI.G.R.GANDHI ART, SHRI.Y.A.PATIL COMMERCE AND

SHRI.M.F.DOSHI DEGREE COLLEGE ,INDI-586209

NAAC RE -ACCREDITED AT THE B LEVEL IN 3rd CYCLE

College Code -5225

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**HAND BOOK ON
CODE OF CONDUCT FOR VARIOUS
STAKEHOLDERS**

2021-22

CODE OF CONDUCT FOR STUDENTS, TEACHERS & ADMINISTRATIVE STAFF.

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VISION


Knowledge alone leads to prosperity and peace


MISSION

To provide quality education to the rural learners and to bring out in totality their innate potential for the overall well-being of the society

OBJECTIVES

1. To bring out graduates of character and competence capable of undertaking any profession and vocation
2. To activate the students potential through personal attention and other allied efforts
3. To inculcate that knowledge alone will lead to prosperity and peace



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Code of Ethics for the Principal

- The principal is the Academic and Administrative Head of the Institute and works for the growth of the Institute.
- The Principal will implement the Policies approved by the Board of Governors, the top level decision making body of the College.
- The Principal shall achieve co-ordination among various Statutory Committees and Non-Statutory Bodies .
- The Principal is the member of Board of Governors, Chairman of Finance Committee and also Chief Controller of the Examinations.
- The Principal monitors Academic, Examination, Extra-Curricular, Co-Curricular Activities for smooth functioning of the system.
- The Principal is authorized to nominate Coordinators, Members and other Administration functionaries in various Committees.
- The Principal shall also ensure quality assurance and he should be assisted by the IQAC Co-ordinator.
- The Principal takes the effort to take the overall welfare of Students and Staff.



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Code of Conduct for Teachers

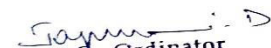
All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members:


1. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
2. The faculty appointed in the Institute will be on probation for one/two year from the date of joining subject to the approval by the UGC & Government of Karnataka.
3. On completion of probation period, the management may extend, if necessary, the probation for one more year after reviewing the performance of the faculty and his/her commitment to the institution.
4. Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by the UGC & Management from time to time.
5. Every faculty members should report to the college at least 10 minutes before the commencement of Institute timing.
6. All faculty members must be enthusiastic in taking up the subjects allotted to them.
7. All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
8. Mentoring scheme must be followed and the mentor teacher should take proper care of his group of students by guiding, motivating, counselling and monitoring their attendance and performance.


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9. Every faculty member should be responsible to conduct regular classes and practical and also take extra classes whenever necessary
10. Every faculty member shall respect the right and dignity of the student in expressing his/her opinion
11. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity
12. No faculty members shall act in any manner that violates the decorum or morality within the campus.
13. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
14. All faculty members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status



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Code of Conduct for Administrative Staff

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behaviour.
3. All Staff members should be punctual and discipline towards their work.
4. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff members should cooperate with students, colleagues & Authorities.
6. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
7. All the staff members should respect for the rights and opinions of others.
8. Every staff members should follow all norms and job details assigned by the Management, Director & Authorities from time to time with full dedication.
9. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status. Violations of code of conduct by the Teaching & Administrative staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Suspension, Termination etc or any other

action as per the Competent Authority and Department of Collegiate education.



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Code of Conduct for Nonteaching Staff

The General Rules for the Non-Teaching Staff

- The integrity has to be maintained by being honest in words and action.
- The trust worthiness to the College should be made a ritual by being punctual and reliable in all their Duties.
- The supporting staff shall ensure a cordial relationship with the Teaching Faculty, Students and other Administrative Staff for the smooth running of the Institution. They have to be supportive and co-operate with all the Staff Members.
- They should take the responsibility by meeting the required standards for every task.
- They should create a scenario of mutual respect, trust and confidentiality.
- He/She must respect and maintain the hierarchy in the Administration.
- He/She should adhere strictly to the Official Resumption/Closing Time and must follow the Dress Code.
- The Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any loss or damage to any Apparatus in the Lab or Class Room should be reported to the HOD, in writing, immediately.


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Code of Conduct for Students:

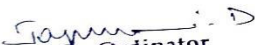
All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student.


Students are required to follow following rules:

1. Every student must carry his or her Identity card inside the campus. Any violation of this will lead disciplinary action.
2. Students must help to keep the institute campus neat and clean. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
3. Students are expected to read notices/circulars displayed on the notice board.
4. Spitting, smoking and throwing bits of paper in the premises should be avoided.
5. Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse etc should lead to disciplinary & penalize action.

6. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.

7. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.


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DISCIPLINE REGARDING THE DRESS CODE

- The Institution has the Uniform for all U.G and P.G Programs.
- On Thursday the Formal dresses are allowed and the Students are expected to dress modestly and wear Clothes that reflect the Indian Culture.
- All the students are expected to attend all College Functions in College Uniform unless otherwise specified.


RULES FOR PARKING

- All vehicles should be park in the parking area provided by the college.
- A vehicle should be properly locked and parked.
- Last Saturday of every month will be No Vehicle Day

EXAMINATION RULES

- ❖ Student must appear for all Internal as well as University examination.
- ❖ Student must read the timetable of examination displayed on notice board carefully and check regularly changes made in timetable if any.
- ❖ Student must be present in the examination hall 20 minutes before the start of examination .

- ❖ Student cannot enter an examination hall more than half an hour after the start of examination.
- ❖ Student are not allowed to carry any kind of study material ,mobile phone with them during exam.
- ❖ The student should obey the instructions given by supervisor in the examination hall.


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RAGGING IS BANNED IN THIS INSTITUTION


Anybody found guilty of this offence shall be dealt with strictly and stern action will be taken against them by the anti ragging committee of the college.


PUNISHABLE INGRADIENTS OF RAGGINGS :

- Injury to body, causing hurt are grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offence or unnatural offence
- Extortion
- Criminal stress pass
- Offence against property
- Attempt to commit any or all of the above mentioned offence against the victim(s)
- physical or psychological humiliation

PUNISHMENT FOR RAGGING :

- Suspension from attending classes
- Withdrawing scholarship and benefits
- Debarring from appearing in any examination or evaluation process withholding results
- Debarring from representing the institution in any meet tournament, Youth festival etc
- Cancellation of admission
- Restriction from the institution for period from 1 to 4


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- Exclusion from the institution and debarring from admission to any other institution for specific period
- Fine from Rs 25000 to Rs 1 lakh
- When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment


If any student find/observes any form of ragging or sexual harassment in the institution of their fellows colleagues. They may contact report the incident to any of the following numbers


**08359-225333----- PRINCIPAL 1800-1805522 ----- POLICE STATION,
 INDI**

GENERAL LIBRARY RULES

1. Every student entering the Library must present his /her own Identity card as well as Library card , otherwise the use of the Library will be denied
2. Students are advised not keep any personal items with their Identity card
3. Readers are responsible for any damage or any other property of the Library
4. Students should maintain silence in the Library .

5. Readers shall not write or mark [by underling, putting brackets,etc] on the reading materials
6. No Library material will be issued against Identity card.
7. Reference material [Newspaper/magazine]will be issued but it should not taken out of the Library.If a book is lost by a student, he /she should replace it with a new copy of the same book to the Library.
8. Eatables and beverages are not allowed in the library premises.
- 9.Smoking ,spitting, eating conversation and similar loud


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