



GOVERNMENT OF KARNATAKA

DEPARTMENT OF COLLEGIATE EDUCATION

GOVERNMENT FIRST GRADE COLLEGE

KOPPAL – 583231. KARNATAKA



**CODE OF CONDUCT
MANUAL**

2016 to 2021



Government of Karnataka
Department of Collegiate Education
GOVERNMENT FIRST GRADE COLLEGE
KOPPAL-583231. KOPPAL DIST.

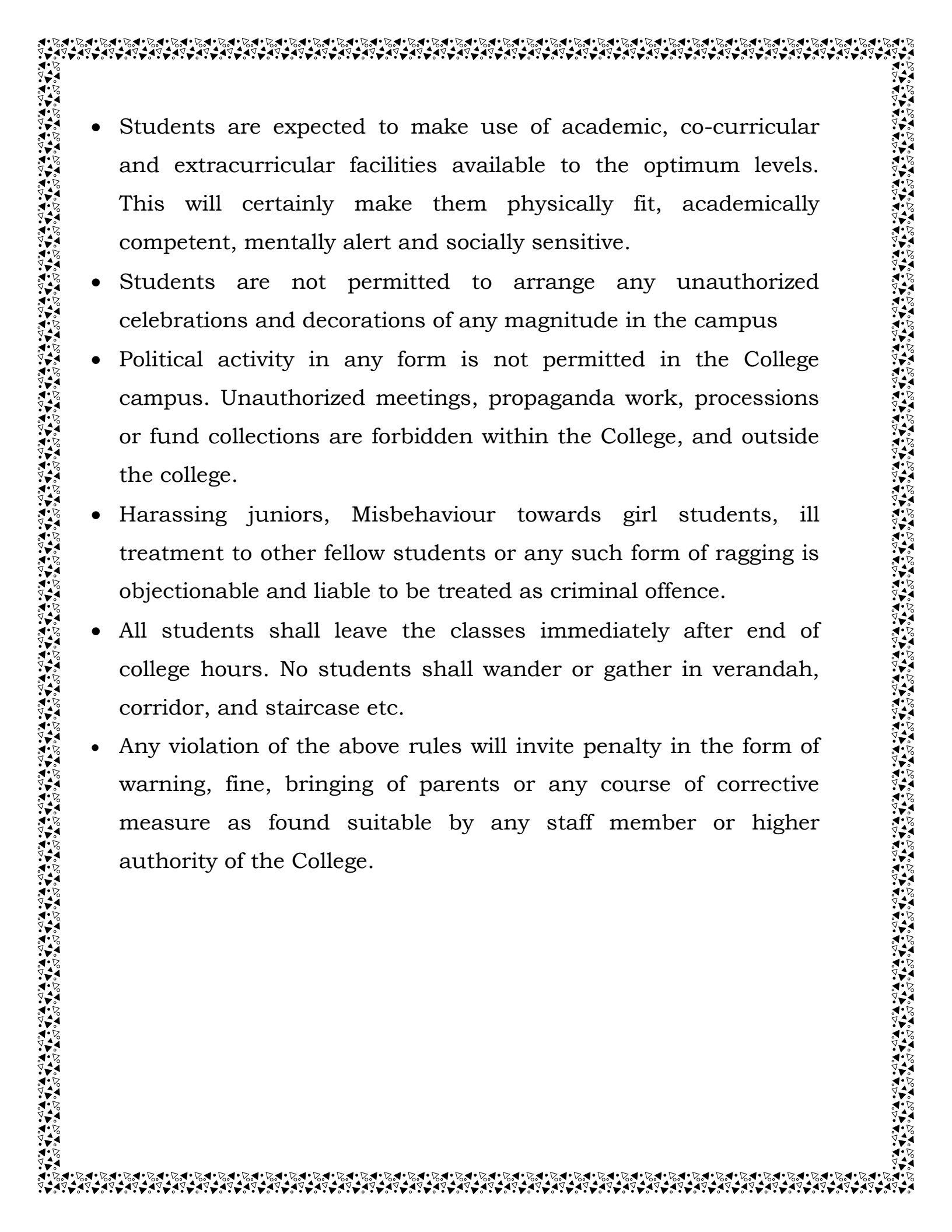


E-mail : gfgcollegekpl@gmail.com

Phone No: 08539-222651

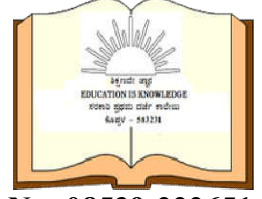
CODE OF CONDUCT FOR STUDENTS

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
- All the students are expected to be present in the class well - within time and late coming will also result in loss of attendance.
- Students should attend class regularly. A minimum of 75% attendance is compulsory for every student to appear for the semester examinations.
- Students shall come to the college in approved uniforms and identity cards
- Students are encouraged to make use of the library, laboratory, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, panmasala etc. are strictly prohibited.

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- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
 - Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus
 - Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, and outside the college.
 - Harassing juniors, Misbehaviour towards girl students, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence.
 - All students shall leave the classes immediately after end of college hours. No students shall wander or gather in verandah, corridor, and staircase etc.
 - Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.



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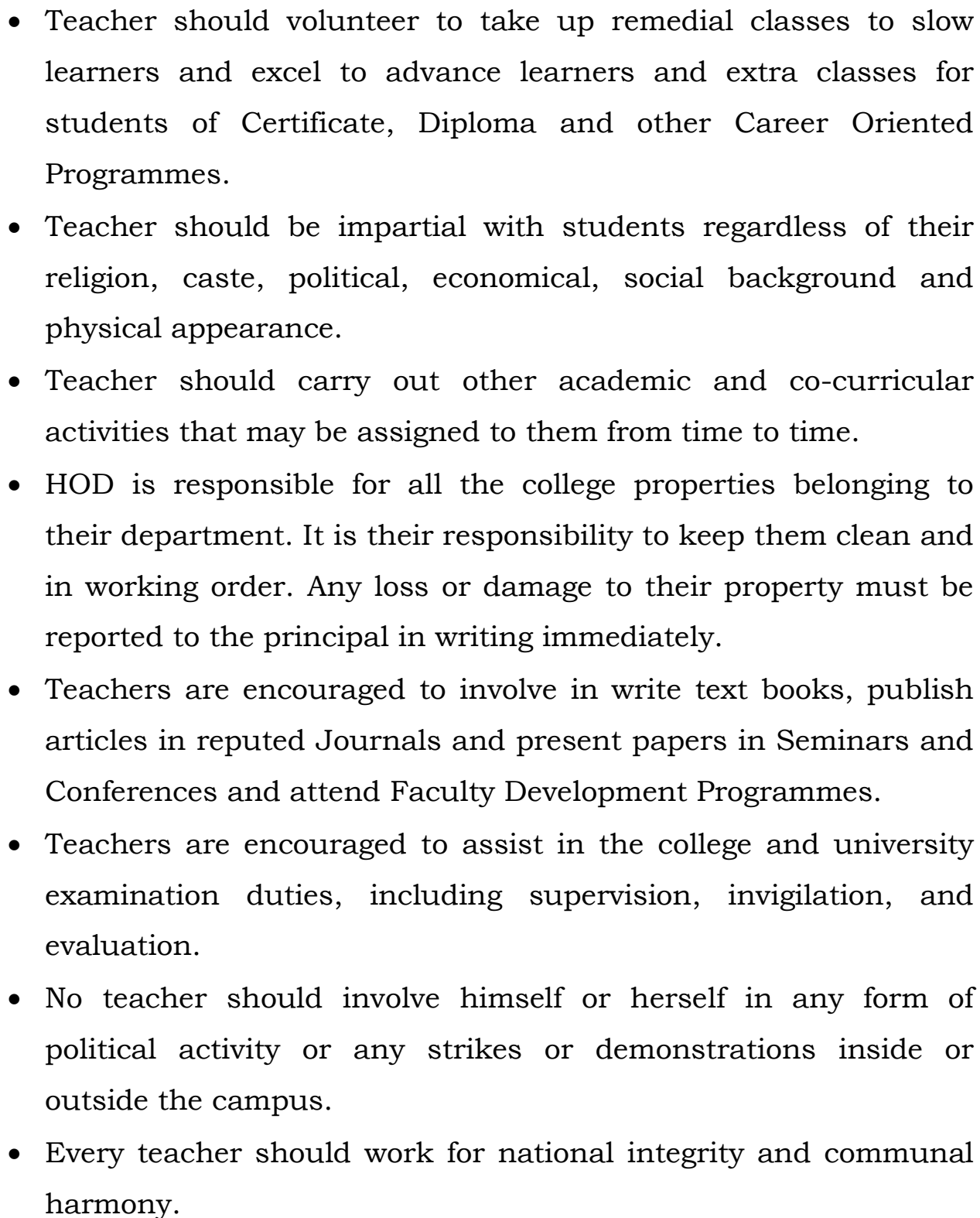


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CODE OF CONDUCT FOR TEACHING STAFF

- Teacher must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
- Prior written permission should be obtained for reporting late in the morning or leaving early in the evening or availing CL or OOD
- Teacher should complete the syllabus, assigned by the HOD in time, and produce good results in the subjects.
- Teacher should give assignment topics to students within a week of the beginning of the semester. Assignments should be written in note books supplied by the college. The Note Books are to be collected from the students in time and preserved in respective departments.
- Teacher should conduct two Internal Tests per semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Internal Tests, Seminars if attended are to be entered in the register.
- Teacher should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.

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- Teacher should volunteer to take up remedial classes to slow learners and excel to advance learners and extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
 - Teacher should be impartial with students regardless of their religion, caste, political, economical, social background and physical appearance.
 - Teacher should carry out other academic and co-curricular activities that may be assigned to them from time to time.
 - HOD is responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property must be reported to the principal in writing immediately.
 - Teachers are encouraged to involve in write text books, publish articles in reputed Journals and present papers in Seminars and Conferences and attend Faculty Development Programmes.
 - Teachers are encouraged to assist in the college and university examination duties, including supervision, invigilation, and evaluation.
 - No teacher should involve himself or herself in any form of political activity or any strikes or demonstrations inside or outside the campus.
 - Every teacher should work for national integrity and communal harmony.



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CODE OF CONDUCT FOR NON-TEACHING STAFF

- Every staff in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff should create and maintain strong relationships with students and teaching staff
- Maintain dignity by treating students with care and kindness.
- Being supportive and cooperate with other staff members.
- Fulfilling responsibilities by meeting the required standards for every assigned task.
- Must respect and maintain the hierarchy in the administration.
- No Staff in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a college shall engage directly or indirectly in any trade or business or in any political activity or any strikes or demonstrations inside or outside the campus.
- No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.


IQAC, Co-Ordinator
GFG College
Koppal-583231.


Principal
Govt. First Grade College
Koppal-583231