



ಕರ್ನಾಟಕ ಸರ್ಕಾರ  
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಡಾ. ಪಿ. ದಯಾನಂದ ಪೈ-ಪಿ. ಸತೀಶ ಪೈ ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು ಮಂಗಳೂರು, ರಥಬೀದಿ  
(ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜನೆಗೆ ಒಳಪಟ್ಟಿದೆ.)

ನ್ಯಾಕ್ ಶ್ರೇಣಿ-'ಬಿ'

NAAC GRADE - 'B'

DR. P.DAYANANDA PAI-P.SATISHA PAI GOVERNMENT FIRST GRADE COLLEGE MANGALORE CARSTREET  
LEAD COLLEGE OF DAKSHINA KANNADA DISTRICT

E-Mail : gfgcmangalorecarstreet@rocketmail.com

gfgccarstreet2007@gmail.com

Website : <http://gfgc.kar.nic.in/mangalore>

Office : 0824-2494109, 2491073

Principal : Prof. Rajashekar Hebbar C.

Mobile No : 9663437451, 9448151898

## CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should provide effective leadership by directing and coordinating the institutional administration. He should supervise oversee and monitor the administration of the institution to ensure effectiveness and excellence in its functioning.
2. The Principal should ensure that the guidelines and orders issued by the higher education department are strictly adhered to.
3. The principal should take all required disciplinary actions as and when needed to maintain discipline in the college.
4. The Principal should form various mandatory and other committees which are necessary for the smooth functioning of the college as the academic year commences.
5. The Principal should plan the budgetary requirements and go through the financial audited statements of the Institution.
6. The Principal should motivate faculty members to update their knowledge and skills by deputing them to seminars/workshops/conferences and also to author text books and publish research papers in International / Indian Journals/Magazines and Periodicals.
7. The Principal should ensure that the long-term and short-term academic and non academic plans of the Institute are duly prepared and implemented through relevant authorities, bodies, committees and its members.
8. The Principal should forward confidential report of all staff members of the Institute and submit it to the concerned higher authorities.
9. The Principal should function as a mediator between the college and the Stakeholders of the Institution.
10. The Principal should make sure that quality education and academic matters is maintained for continuous improvement and transform the students into better individuals and responsible citizens of the society as well as country

  
PRINCIPAL

DR. P. DAYANANDA PAI-P. SATISH PAI  
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## CODE OF CONDUCT FOR TEACHERS


The institution is governed by the rules and code of conduct prescribed by the State Government through KCSR, UGC, Department of Collegiate Education guidelines and Affiliating University in its day to day functioning.

In the view of above mentioned rules and regulations our institution prescribes the following code of conduct for every teacher:

- The teacher should report to the college at least 30 minutes before the commencement of college timings. They must work in college at least for forty hours per week as per UGC guidelines. They should be available for consultation for the students.
- They should maintain the dignity and decorum of their position, must present himself / herself in accordance with the ideals of the profession.
- Every teacher should prepare the teaching plan which should ensure that the roles and responsibilities assigned to them by the Department/ Institution are effectively carried out.
- Perform their duties with enthusiasm and a sense of consciousness with professional commitment and dedication. They must consistently motivate the students and bring out the best out of them.
- Perform various duties allotted to them in various committees and involve themselves in extension activities including community service and co-curricular and extracurricular activities of the college.
- Abstain themselves from availing leave except in unavoidable situations and as far as possible with prior information and appropriate procedure, ensuring that their assigned responsibility for completion of academic schedule is not adversely affected.
- Teaching staff should assist in carrying out responsibilities relating to the academic matters of the college and the university such as: assisting in the process of student admission, mentoring and counseling students and helping the conduct of college and university examinations, including supervision, invigilation and evaluation process.
- The staff should collect feedback from students from time to time and take corrective steps in their teaching process.
- Every faculty member should maintain academic record book and work diary.

- All the staff members are required to submit their Self Evaluation Report / Academic audit at the end of every term of the academic year in the prescribed format.
- Inculcate human values and ideals of education among students, Instill among students research quality and respect and for democracy, patriotism and peace.
- Faculty Members are expected to upgrade their knowledge by attending seminars/ workshops/ conferences, after obtaining prior permission from the head of the Department and Principal.
- They should be calm, peaceful and cooperative in their temperaments in dealing with students, colleagues, and administrative staff, especially in handling the sensitive issues.
- Discharge their professional responsibilities in accordance with the existing rules and adhere to procedures and methods consistent with their profession.
- The staff should take care of slow learners and pay special attention to their academic needs and conduct remedial coaching classes.
- Teachers should abstain from dividing on the basis of caste, creed, and religion in their professional endeavor. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Refrain from taking any other employment and commitment including private tuition and coaching classes.
- Every teacher must treat the other members of the same profession with and refrain respect and dignity and avoid unnecessary allegations against colleagues to higher authorities.
- The teaching staff has to consider administrative staff of the institution as equal partners in pursuit of educational performance of students.
- Every faculty member is expected to extend his/her helping hand in building up the personality of students and he/she should associate himself/herself actively in extracurricular activities.
- Stay apart from involving in the activities which are inclined to promote hatred or enmity among different communities, religions or linguistic groups instead they should actively work for the promotion of National Integration.

Apart from the above, the KCSR Rules (Karnataka Civil Service Rules, CCA Rules, KTC (Karnataka Treasure Code), KFC (Karnataka Financial Code), Expenditure Manual, Mangalore University Regulations, UGC Regulations on code of conduct are applicable to Principal, Teaching and Non Teaching staff of the institution.

  
**PRINCIPAL**  
**DR. P. DAYANANDA PAI-P. SATHISH PAI**  
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## CODE OF CONDUCT FOR NON TEACHING STAFF

The Non-Teaching Staff should —

1. Be present at the college and be available full-time and shall work in such capacity and at such place as he/she may be so directed from time to time.
2. Follow by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations, and Rules and guidelines and decisions of the Govt. of Karnataka, Department of Collegiate Education and other concerned authorities.
3. Ensure the smooth conduct of the student's admission, examination issues and college/institution and administration activities.
4. Abide and obey all orders and instructions which may from time to time be given to him/her.
5. At all time maintain absolute integrity and honesty, show dedication to duty and shall avoid unnecessary action which will lead to unbecoming of an employee of the College.
6. Extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall work hard to promote the interest of the College and well being of the students.

PRINCIPAL

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## **CODE OF CONDUCT (RULES AND REGULATIONS) FOR STUDENTS**

### **General:**

Our college gives utmost importance to the development of character of students and expects them to bear good conduct both inside and outside the college. Kindness, helpfulness and tolerance are virtues which they are particularly advised to cultivate. So that they develop into healthy, positive leaders in coming years.

### **General rules are to be noted :**

1. Every student shall wear clean uniform prescribed by the college.
2. Students are strictly prohibited from smoking in the premises or the playground.
3. Irregularity in attendance, habitual inattention, continued inefficiency or indifferent attitude to class work, lack of courtesy towards lecturers, insubordination, disorderly behaviour, obscenity in words or acts etc. are punishable depending on the gravity of the offence.
4. Students should have their identity cards when they go to the Library, Laboratory, Examination Hall and college office. They should be ready to show their identify cards to the lecturer in the class room when demanded, Identity cards, if lost are replace able at a cost of Rs.50/-
5. Willful damage to the property of the college, books, furniture, water and electricity installation etc., will be penalised & punished. The decision of the principal is final in these matters.
6. While the college does not hold itself responsible for conduct of students outside its premises, the Principal may take cognisance of any serious misconduct outside which is likely to affect the reputation of the college adversely and take such action against the offenders as he deems fit and proper.
7. While an important activity of the college consists in imparting to its students healthy and constructive patriotism, no student shall be allowed to take part in any political activity and there shall be no political and other demonstrations of any kind within the college premises directed against established authority or behalf of any political or other group.
8. It is the aim of the management of the college to keep away the college, its staff and students from all associations with any political party or communal politics.

- 9.No money collections are allowed without prior permission of the principal.
- 10.No meeting or party should be held in the college nor any other activity taken up without the approval of the principal.
- 11.Serious misconduct within the college premises is sufficient reason for dismissal.
- 12.Attendance at college functions is obligatory for all students.
- 13.No tours, excursions, picnics or pleasure trips are to be arranged or organized without the prior permission of the principal.

### **In the Class Room :**

- 1.Students are not allowed to loiter around in the college premises during working hours. Leisure hours must be spent either in the library or reading room in quiet study. Students should move from one class room to another in an orderly and disciplined manner. All movements in the college should conform to the standards of academic decorum and dignity.
- 2.When attendance is taken by the lecturer, each student must answer when his/her name is called.
- 3.No student should leave the class during a lecture except with the permission or under express order from the lecturer.

### **Identity Card :**

- 1.Each student of the college should possess the identity card with his / her photo affixed on it duly attested by the principal. Students are advised to always keep the identity card with them and use them on the following occasions:
  - 2.To get concessional tickets, if any, while traveling by bus, rail or air.
  - 3.To become a member of Public Libraries.
  - 4.For Postal and Bank identification
  - 5.As an identification certificate when appearing for examinations
  - 6.As an identification while borrowing books from library
  - 7.As general identity card for participation in intercollegiate activities.
- Identity Card will be issued to the students at the time of fresh admission. Senior students get their identity cards renewed at the college at the beginning of the academic year.

### **Payment of Fees :**

- 1.For the entire academic year, fees will be collected at the time of admission to the college. Fees once paid, will not be refunded.
- 2.Fees can be paid through Bank Challan during the working hours between 10-30 am and 3-00 pm on all working days.
- 3.A receipt signed by the principal and Bank or a person authorized by him will be issued for all payment

4.No fee is collected in cash in the offices (No Cash Transaction in the offices)

## **Attendance and Leave :**

### **A. General Rules of the college**

1.A student who is not in the class at the commencement of each period, will be marked absent for that period.

2.A Student coming late should not enter the class without obtaining permission of the lecturer in charge of the class.

3.No student shall absent himself from any examination or class test without obtaining prior permission. Whenever possible, previous sanction of leave from the principal or in the case of class tests from the lecturer is to be obtained. Violation of these rules may result in the imposition of such penalties as the principal may deem fit. A list of absentees shall also be submitted along with the results.

4.Progress Report of the students will be issued to parents for information.

5.a) Students who absent themselves frequently from classes without valid reason or who habitually come late to the classes will in addition to losing their attendance according to rules of this section be subjected to such disciplinary action as the principal may deem fit.

b) No study leave on the eve of any examination is allowed except such leave as may be prescribed by the principal. Absence at such time will be considered to be a breach of discipline and it is punishable with fine or loss of attendance or withholding of the attendance certificate.

c) Attending the special classes arranged by the lecturers is compulsory. Attendance at such classes shall be recorded by the concerned lecturer.

6.Student requiring leave of absence from a class or portion of a class should apply for it in person to the concerned lecturer before the commencement of the lecture.

7.In case of absence due to illness extending over 7 days, the principal, if he thinks fit, may ask for production of medical certificate.

8.Leave will be granted only for proper and adequate reasons which should be clearly stated in the application.

### **B. Regulation of the University**

As per University regulations, each student has to attend 100% classes both in theory and practicals. In case he/she is unable to attend any of them due to sickness or any other genuine cause, he/she has to apply to the principal, in writing giving reasons for the same. Absence from the classes shall not be more than 25% of the total number of classes held.

If a student has less than 75% attendance in any subject, he/she will not to be permitted to appear for final University examination of that semester & the student has to repeat that semester by getting re-admission. This rule will be strictly followed.

## **College Examination :**

- 1.Examination shall be conducted by the college at the end of each semester.
- 2.In addition to these term examinations, lecturers will hold tests on days prescribed and shall submit the results of the test to the principal soon after. A list of absentees shall also be submitted along with the results.
- 3.No student shall absent himself from any examination or class test without obtaining prior permission. Whenever possible, previous sanction of leave from the principal or in the case of class tests from the lecturer is to be obtained. Violation of these rules may result in the imposition of such penalties as the principal may deem fit.
- 4.Progress Report of the students will be issued to parents for information.
- 5.Promotion to the next senior class and selection to appear for the University Examination will depend upon the progress of the student as shown in his/her examination and test results and on his/her conduct, behaviour and attendance.
- 6.For BSW Students Project Work, Viva voce Examination will be conducted in the College Only.

  
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