

7.1.10 The Institution has a prescribed code of conduct for students, teachers, and administrators and other staff and conducts periodic programmes in this regard.

Code of Conduct Policy Document

Sir M.V. Govt. Science College, Bommanakatte, Bhadravathi

Preface:

The code of conduct for Students, Teachers, & Non-teaching staff should be characterized by integrity. The code of conduct has prepared to know the rules and regulations of the Institute to the Students, Teachers & Non-teaching staff. It is expected that all students teaching, and non-teaching staff should strictly follow the code of conduct mentioned in this document.

Code of conduct for Students:

1. Students are required to maintain regular attendance to be eligible for appearing in the University Examination.
2. Science students who do not attend theory classes regularly shall not be permitted to attend practical classes.
3. Students must wear and display visibly their Identity Cards during college hours inside the campus. In case of lost of Identity Card, a duplicate can be obtained only with the permission of the Principal.
4. Students are expected to treat the members of the staff and their fellow students with courtesy both in and out of the college. There must be no disorderly or offensive conduct at any time.
5. Student must be in their classes and take their seats at the beginning of each period. They must not enter or leave the class room without permission.
6. College property, furniture, library books, etc. must be treated with due care.
7. Rules for the conduct of examinations placed on the Notice Board must be strictly observed.
8. Impersonation at roll-call is a punishable offence.
9. Students are required to check the Notice Board for important announcements.
10. Dress code: Students are expected to wear uniforms on the allotted days and be formally and decently dressed on the remaining days while in the college.
11. Smoking, chewing tobacco products, playing cards, spitting and loitering are strictly prohibited inside the college campus and shall invite severe punishment/disciplinary action.

Code of conduct for Faculties:

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. Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by the DCE and UGC from time to time.
3. Every faculty members should report to the college at least 10 minutes before the commencement of Institute timing.
4. All faculty members must be enthusiastic in taking up the subjects allotted to them.
5. All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.
6. Mentoring scheme must be followed and the faculty members should take proper care of his/her group of students by guiding, motivating, counseling and monitoring their attendance and performance.
7. Every faculty members should be responsible to conduct regular classes and practicals and also take extra classes whenever necessary.

CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal should ensure quality in education and academic activities.
2. The Principal should chalk out policy and plan to execute the vision and mission of the college
3. .The Principal should form various college level committees and appoint co-ordinators.
4. The Principal should convene meetings of different Cells as and when required. • The Principal should monitor financial matters efficiently.
5. The Principal should motivate teachers to enhance their knowledge by attending various trainings.
6. The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. Administrative staff should look after student's admission and examination.

2. Administrative staff should be well versed in e- administration. • Administrative staff should behave politely and compassionately with parents/guardians.
3. Administrative staff should develop co-operative and friendly relationship with faculty members.
4. Administrative staff should perform all professional activities through proper channels.
5. Administrative staff should not involve in unethical practices.
6. Administrative staff should not remain absent from duties without prior permission.
7. Administrative staff should not engage directly or indirectly in any trade or business.

CODE OF CONDUCT FOR UNSKILLED EMPLOYEES

1. Unskilled employees should give importance to cleanliness of the institution.
2. Unskilled employees should behave politely and compassionately with students, teachers, parents and administrative staff.
3. Unskilled employees should develop co-operative and friendly relationship with faculty members.
4. Unskilled employees should not involve in unethical practices.
5. Unskilled employees should not remain absent from duties without prior permission.
6. Unskilled employees should not engage directly or indirectly in any trade or business.

Everyone should abide by the code mentioned above. If the code contradicts or is conflicting in nature or it leads to confusion then the concerned higher authority will/should resolve the issue.



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