

Hand Book on Code of Conduct

CODE OF CONDUCT

For Different Stakeholders

Government First Grade College

Khaza Colony, Navabag,

Vijayapur

- : Code of Conduct Committee : -

1. **Chairman :** Honorable Basavangoud Y. Patil
MLA, Vijayapur City.
2. **Principal:** Prof. S.S. Rajamanya
Principal, GFGC Vijayapur.
3. **Members :** Prof. S.B. Kabade
Prof. A. T. Mudakannavaru
Prof. H. A. Kaladagi
Prof. B.G. Pattar.
Dr. S.I. Shivasharanar
Dr. A. R. Jadhva
Prof. J.T. Patange
Dr. S.P. Chavan
Shri Shivanand Hadapad
Final Year Student

Contents

1. Governing Body	1
2. The Principal	3
3. Teachers.....	6
4. Supporting Staff.....	11
5. Students.....	14

1. Code of Conduct for Governing Body:

(College Development Council – CDC)

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- i.** The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- ii.** The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- iii.** Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- iv.** The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

2. Code of conduct for Principal :

The Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, educator, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Karnataka as in the Karnataka Code of Conduct Rules (KCSR).

- i.** To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- ii.** To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- iii.** To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- iv.** To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- v.** To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- vi.** To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence

to build mutual confidence amongst them.

- vii.** To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- viii.** To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- ix.** To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- x.** To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- xi.** To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
- xii.** Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

3. Code of Conduct for Teaching Staff :

All teacher are expected to know and follow the outlined code of conduct for their profession.

A. Commitment to the Profession

- I.** Conduct yourself in a reasonable manner in the development of Government policies affecting education.
- II.** Do nothing in your private or public pursuits which will bring your profession to disrepute.
- III.** Keep work dairy and attendance of students to be updated in time.
- IV.** Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- V.** Do the work assigned by the principal.
- VI.** Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to teachers in training and junior colleagues.
- VII.** You should neither allow other employment to impair the effectiveness of your professional service, nor permit commercial exploitation of your professional position.
- VIII.** Keep all records accurate and up to the date.
- IX.** Conduct the activities of college's committee assigned by the principal.
- X.** All correspondence addressed to the JD/ Commissioner of Collegiate education should be channeled through the Head of the college, in the first place.
- XI.** Cooperate all the activities of programmes conducted by the college.
- XII.** The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- XIII.** Update teacher profile in EMIS of department of collegiate education.

- XIV.** Check your data in AG, Karnataka Government website's login if you are 'A' grade officer.
- XV.** Update and provide your information in E –Par (confidential Report) within prescribed period of time.
- XVI.** Update your profile in Rani Channamma University website regularly when it is required.
- XVII.** Update your profile in college's website with permission of IT coordinator.
- XVIII.** Follow 'No Vehicle Day' conducted by college.
- XIX.** Be ready on duty whenever government / higher authority calls you (24 x 7 days) as per KCSR Rules.
- XX.** Do not participate in political parties organised programmes

B. Commitment to Colleagues

- I.** Treat you colleagues as professional equals, regardless of their status.
- II.** Treat your colleagues with courtesy at all times.
- III.** If you are a Head, behave in such a manner that you earn respect. Win tit by upholding integrity, dignity, decorum and efficiency at all levels.
- IV.** If you are a Co-coordinator, HOD of the department, hold the balance between the Head and the other members of staff evenly poised.
- V.** Be impartial in your decision with members of staff.
- VI.** Cliques and fractions among members of staff will not be tolerated.
- VII.** Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- VIII.** Do not deliberately distort evaluation of colleagues.

C. Attendance, Leave and Absence

- I.** If you must visit Principal. GFGC, Vijayapur, do so on the days specified. Do not abuse the concession.

- II.** Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least fifteen minutes before the session begins.
- III.** Note that there are no free periods, but non-teacher periods which ought to be utilized on a contingency basis.
- IV.** The Head has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.
- V.** Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay.
- VI.** Do not abuse leave concessions.
- VII.** Report your resumption of duty promptly.

D. Commitment to Students

In fulfilling your obligation to students –

- I.** Place high value on and demonstrate to students commitment for excellence in work, manners and achievement.
- II.** Encourage students to practice respect for others and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- III.** Encourage students to exercise discipline.
- IV.** Help students to develop a sense of responsibility, self-reliance and independence.
- V.** Encourage students to show respect for all forms of duly constituted authority.
- VI.** Demonstrate patriotism and appreciation of freedom with responsibility.
- VII.** Help students to differentiate right from wrong and justice from injustice.
- VIII.** Encourage students to show respect and appreciation for personal and public property.

- IX.** Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- X.** Strive to develop mutual courtesy and respect between teachers and pupils.
- XI.** Dealing justly with each student and treat each with courtesy and consideration.
- XII.** Work towards developing and promoting good human relations and qualities.
- XIII.** Do not encourage undue familiarity with students.
- XIV.** Do not smoke, drink or eat during teaching sessions in the presence of students.
- XV.** Do nothing by precept or example likely to corrupt student.
- XVI.** Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- XVII.** Respect the confidentiality of information about a student or his home and with hold it, unless its release serves a professional purpose benefits the student, or is required by law.
- XVIII.** Undertake to constantly pursue the improvement of learning facilities and opportunities.
- XIX.** Make responsible efforts to protect students from conditions harmful to health and safety.
- XX.** Do not use the facilities of the college to tutor students privately, for gain.
- XXI.** Do not discriminate on grounds of ability, race, colour or creed.

E. Commitment to the Community

The Teaching vocation occupies a position of public trust. Education is effective when school and community co-operate in a constructive manner.

- I.** Adhere to any responsible pattern of behaviour accepted by the community for professional persons.

- II. Perform the duties of citizenship, and participate in community activities with due consideration.
- III. Discuss controversial issues from an objective point of view; keep your class free from partisan opinions.
- IV. Respect the community in which you are employed and be loyal to the college, community and nation.
- V. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- VI. Encourage the community to participate in the life of the college.
- VII. Co-operate with approved agencies concerned with student Welfare.
- VIII. Conduct professional business through recognized educational and professional channels.
- IX. Do nothing in your teaching, calculated to instill contempt or disobedience to the laws of the land.

Important code of conduct for permanent staff:

- i. KCSR Rules and Regulations.
- ii. UGC Guidelines.

4. Code of Conduct for Supporting / Non-Teaching Staff :

Clerks and other staff members are the most vital part of one and our college for smooth functioning. They not only perform many important duties, but, also try to maintain official dignity and its confidentiality. All are responsible, but, for awareness they have to follow some official code of conduct. It will keep them alert and safe.

The codes of conducts for them are:-

- I.** They must be transparent, responsible, unbiased and impartial towards all (Students, Parents, Staff Members and Teachers.)
- II.** They must work with care, responsibility and dignity.
- III.** They must be present at their allotted time and allocated seats.
- IV.** They must not leave their place or go to leave without permission from a principal of the college.
- V.** They must co-operate with each other with each other to fulfill their office and college related duties.
- VI.** They must maintain decorum and dignity of the office, department and college.
- VII.** They must not lobby against the principal, teaching staff and students.
- VIII.** They must not motivate students, staff-members, teachers for any wrong work.

- IX.** They must encourage students and staff-members for creative and productive positive works in the interest of college and society.
- X.** They must use dignified and official language in the college campus.
- XI.** They must avoid abusive language and use of narcotics in the college campus.
- XII.** They must work on the principal of “give respect and take respect.”
- XIII.** They must never hurt anybody’s emotion, ego, sentiment, honour, etc.
- XIV.** They must complete their assigned job in stipulated time.
- XV.** They must never discuss their official issues or subjects out of office with any unofficial person.
- XVI.** They must be punctual, dedicated, co-operative, amicable, tolerant and competitive in their respective duties.
- XVII.** They must have much patience, for they have to deal with students, the immature mind.
- XVIII.** They must actively help others in college, office, class, exam, etc. related things.
- XIX.** They must co-operate fully in programmes like: Seminars, Symposiums, Conferences, Workshops, etc.
- XX.** They must avoid outside works like: taking job works from any outsider.
- XXI.** They must be always available to students, staff members, faculty members, etc.

- XXII.** They must co-operate in formulations and promulgations of policies.
- XXIII.** They must be dedicated to service to help students in growth of their merits.
- XXIV.** They must not promote the culture of back biting, humiliating, taunting and sabotaging others.
- XXV.** They must be straight forward instead of critical and conspiring in nature.

5. Code of Conduct for Students :

Our College has formulated a Code of Conduct to improve the development of students, by creating an effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behavior of the students. Our Motto is to emerge as a Centre of Academic Excellence in creating and disseminating knowledge and providing students an environment for all round development, nurture them for a successful career as well as to contribute to the betterment of the society. The purpose of this code of conduct is to make the students familiar about the rules and regulations of the college and to progress towards the achievement of the mission and vision of the college.

Code of Conduct for Students:

- I. Watch videos uploaded by the department of collegiate education, Bangalore.
- II. Go through college's Koho website link for library information.
- III. Update your profile in Rani Channamma University's website (student's login).
- IV. Apply for scholarship through SSP in time.
- V. All the students should follow a formal dress code and the prescribed dress code.

-
- VI.** All are required to attend all classes regularly
 - VII.** Students who will fail to attend 75% attendance will not be allowed for examination.
 - VIII.** Student should maintain discipline and silence in the premises
 - IX.** Cell phones should be switched off while in the classrooms, labs or in library and are strictly prohibited in the exam hall.
 - X.** Internet/ Wi-Fi to be used only for academic purposes
 - XI.** All students should wear identity card while on the premises and should carry with them all the time
 - XII.** Any type of malpractice is strictly prohibited
 - XIII.** No student shall leave the premises before the college timing without the prior permission of HOD/class teacher
 - XIV.** Hostel students should take prior written permission of Hostel Warden for night out.
 - XV.** Students should switch off lights and fans whenever not required or before leaving the class room
 - XVI.** Ragging is strictly prohibited in the college, hostel and surroundings.
 - XVII.** Any student if found guilty of or abetting, actively or passively or being part of a conspiracy to promote ragging will be punished as per the law.

-
- XVIII.** Students should not indulge in any kind of malpractice during examination.
- XIX.** Students will respect all staff and fellow students, juniors and students of other colleges on campus.
- XX.** Smoking, tobacco consumption and littering is strictly prohibited on the campus.
- XXI.** Students should show respect towards Indian Constitution, National Flag, National Anthem, National Symbols etc. Students should exhibit and promote patriotism, nationalism, communal harmony, religious brotherhood and fellow feeling.
- XXII.** All the students should maintain the discipline and obey the instructions given by principal and staff time to time. Any student found exhibiting prohibited act mention in this code of conduct shall invite disciplinary action.



Government First Grade College

Khaza Colony, Navabag,

Vijayapur