

Anjuman-E-Islam's
**Anjuman Arts, Science, Commerce
College & PG Studies, Dharwad**
(Affiliated to karnatak University Dharwad)



CODE OF CONDUCT
Hand Book

Contents

| Sl.No | Particulars |
|--------------|--|
| 1 | Preamble of the Indian Constitution |
| 2 | Fundamental Rights |
| 3 | Fundamental Duties |
| 4 | National Anthem |
| 5 | Naad Geete |
| 6 | National Integrity Pledge |
| 7 | National Goodwill Pledge |
| 8 | Voters Pledge |
| 10 | Anti-Tobacco Pledge |
| 11 | Vigilance Pledge |
| 12 | NSS Pledge |
| 13 | Students Secretary College Pledge |
| 14 | Code of Conduct for Principal |
| 15 | Code of Conduct for Teachers |
| 16 | Code of Conduct for Administrative Staff |
| 17 | Code of Conduct for Students |
| 18 | Code of Conduct for NSS Volunteer |



THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens :

JUSTICE, social, economic and political ;

LIBERTY of thought, expression, belief, faith and worship ;

EQUALITY of status and of opportunity ;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation ;

IN OUR CONSTITUENT ASSEMBLY this twenty - sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

FUNDAMENTAL RIGHTS

1. The **right to equality** includes equality before the law, the prohibition of discrimination on grounds of religion, race, caste, sexual orientation, gender or gender identity and/or place of birth, equality of opportunity in matters of employment, the abolition of untouchability and abolition of titles.
2. The **right to freedom** includes freedom of speech and expression, assembly, association or union or cooperatives, movement, residence, and right to practice any profession or occupation.
3. The **right against exploitation** prohibits all forms of forced labour, child labour and trafficking of human beings. Children under age of 14 are not allowed to work.
4. The **right to freedom of religion** includes freedom of conscience and free profession, practice, and propagation of religion, freedom to manage religious affairs, freedom from certain taxes and freedom from religious instructions in certain educational institutes.
5. The **Cultural and educational Rights** preserve the right of any section of citizens to conserve their culture, language or script, and right of minorities to establish and administer educational institutions of their choice.
6. The **right to constitutional remedies** is present for enforcement of fundamental rights.

The **right to privacy** is an intrinsic part of Article 21 (the Right to Freedom) that protects the life and liberty of the citizens.

The right to privacy is the newest right assured by the Supreme Court of India. It assures the people's data and personal security.

Fundamental rights for Indians have also been aimed at overturning the inequalities of pre-independence social practices. Specifically, they have also been used to abolish untouchability and thus **prohibit discrimination on the grounds of religion, race, caste, gender or place of birth**. They also forbid trafficking of human beings and forced labour (a crime). They also protect cultural and educational rights of religious establishments. Right to property was changed from fundamental right to legal right.

FUNDAMENTAL DUTIES

It shall be the duty of every citizen of India

1. To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
2. To cherish and follow the noble ideals which inspired our national struggle for freedom;
3. To uphold and protect the sovereignty, unity and integrity of India;
4. To defend the country and render national service when called upon to do so;
5. To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
6. To value and preserve the rich heritage of our composite culture;
7. To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
8. To develop the scientific temper, humanism and the spirit of inquiry and reform;
9. To safeguard public property and to abjure violence;
10. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;
11. Who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he

Bharata-bhagya-vidhata

Punjaba-Sindhu-Gujarata-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

uchchala-jaladhi-taranga

Tava shubha name jage, tava shubha asisa mage,

gahe tava jaya-gatha.

Jana-gana-mangala-dayaka jaya he

Bharata-bhagya-vidhata.

Jaya he, Jaya he, Jaya he,

jaya jaya jaya, jaya he.

NAAD GEETE

| | |
|--|---|
| <p>ಜಯ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯ ಹೇ ಕರ್ನಾಟಕ ಮಾತೆ! ಜಯ ಸುಂದರ ನದಿ ವನಗಳ ನಾಡೇ, ಜಯ ಹೇ ರಸಖುಷಿಗಳ ಬೀಡೆ!</p> <p>ಭೂದೇವಿಯ ಮಕುಟದ ನವಮಣಿಯೆ, ಗಂಧದ ಚಂದದ ಹೊನ್ನಿನ ಗಣಿಯೆ; ರಾಘವ ಮಧುಸೂಧನರವತರಿಸಿದ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ! ಜಯ ಹೇ ಕರ್ನಾಟಕ ಮಾತೆ!</p> <p>ಜನನಿಯ ಜೋಗುಳ ವೇದದ ಘೋಷ, ಜನನಿಗೆ ಜೀವವು ನಿನ್ನಾವೇಶ! ಹಸುರಿನ ಗಿರಿಗಳ ಸಾಲೇ, ನಿನ್ನಯ ಕೊರಳಿನ ಮಾಲೆ! ಕಪಿಲ ಪತಂಜಲ ಗೌತಮ ಜಿನನುತ, ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ! ಜಯ ಹೇ ಕರ್ನಾಟಕ ಮಾತೆ! ಶಂಕರ ರಾಮಾನುಜ ವಿದ್ಯಾರಣ್ಯ, ಬಸವೇಶ್ವರ ಮಧ್ವರ ದಿವ್ಯಾರಣ್ಯ, ರನ್ನ ಷಡಕ್ಷರಿ ಪೊನ್ನ, ಪಂಪ ಲಕುಮಿಪತಿ ಜನ್ನ.</p> | <p>ಕುಮಾರವ್ಯಾಸರ ಮಂಗಳಧಾಮ, ಕವಿಕೋಗಿಲೆಗಳ ಪುಣ್ಯರಾಮ, ನಾನಕ ರಮಾನಂದ ಕಬೀರರ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯ ಹೇ ಕರ್ನಾಟಕ ಮಾತೆ.</p> <p>ತೈಲಪ ಹೊಯ್ಸಳರಾಳಿದ ನಾಡೆ, ಡಂಕಣ ಜಕಣರ ನೆಚ್ಚಿನ ಬೀಡೆ. ಕೃಷ್ಣ ಶರಾವತಿ ತುಂಗಾ, ಕಾವೇರಿಯ ವರ ರಂಗ. ಚೈತನ್ಯ ಪರಮಹಂಸ ವಿವೇಕರ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯ ಹೇ ಕರ್ನಾಟಕ ಮಾತೆ.</p> <p>ಸರ್ವಜನಾಂಗದ ಶಾಂತಿಯ ತೋಟ, ರಸಿಕರ ಕಂಗಳ ಸೆಳೆಯುವ ನೋಟ! ಹಿಂದೂ ಕ್ರೈಸ್ತ ಮುಸಲ್ಮಾನ, ಪಾರಸಿಕ ಜೈನರುದ್ಯಾನ ಜನಕನ ಹೋಲುವ ದೊರೆಗಳ ಧಾಮ, ಗಾಯಕ ವೈಣಿಕರಾರಾಮ.</p> <p>ಕನ್ನಡ ನುಡಿ ಕುಣಿದಾಡುವ ಗೇಹ! ಕನ್ನಡ ತಾಯಿಯ ಮಕ್ಕಳ ದೇಹ! ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯ ಹೇ ಕರ್ನಾಟಕ ಮಾತೆ! ಜಯ ಸುಂದರ ನದಿ ವನಗಳ ನಾಡೆ, ಜಯ ಹೇ ರಸಖುಷಿಗಳ ಬೀಡೆ!</p> |
|--|---|

ರಾಷ್ಟ್ರೀಯ ಐಕ್ಯತಾ ಪ್ರತಿಜ್ಞೆ

National Integrity Pledge

“ಭಾರತ ನನ್ನ ದೇಶ. ಸಮಸ್ತ ಭಾರತೀಯರು ನನ್ನ ಒಡಹುಟ್ಟಿದವರು. ನಾನು ಎಲ್ಲಕ್ಕಿಂತಲೂ ಮಿಗಿಲಾಗಿ ನನ್ನ ದೇಶವನ್ನು ಅದಮ್ಯವಾಘಿ ಪ್ರೀತಿಸುತ್ತೇನೆ. ನನ್ನ ದೇಶದ ವಿಶಾಲ, ವೈವಿಧ್ಯ ಮತ್ತು ಸಂಪನ್ನ ಪರಂಪರೆಯ ಬಗೆಗೆ ನಾನು ಬಹಳ ಹೆಮ್ಮೆ ಪಡುತ್ತೇನೆ ಹಾಗೂ ಅದರ ಘನತೆಗೆ ಕುಂದುಬಾರದಂತೆ ನಾನು ಸದಾ ಹೋರಾಡುತ್ತೇನೆ.

ನನ್ನ ದೇಶದ ಸ್ವಾತಂತ್ರ್ಯ ಮತ್ತು ಒಗ್ಗಟ್ಟನ್ನು ಕಾಫಾಡುವ ಮತ್ತು ಬಲಪಡಿಸುವ ಕಾರ್ಯದಲ್ಲಿನಾಣು ನನ್ನನ್ನು ಶ್ರದ್ಧಾಪೂರಕವಾಗಿ ಅರ್ಪಿಸಿಕೊಳ್ಳುತ್ತೇನೆ ನನ್ನ ತಂದೆ ತಾಯಿಗೆ, ಗುರುಗಳಿಗೆ, ಹಿರಿಯರಿಗೆ ಗೌರವವನ್ನು ಸಲ್ಲಿಸಿ, ಅವರಲ್ಲಿ ಅನುನಯದಿಂದ ವರ್ತಿಸುತ್ತೇನೆ.

ನನ್ನ ದೇಶಬಾಂಧವರ ಕ್ಷೇಮ, ಹಿತ, ಏಳಿಗೆ ಮತ್ತು ಸಮೃದ್ಧಿಯಲ್ಲೇ ನನ್ನ ಆನಂದವಿದೆ.”

ರಾಷ್ಟ್ರೀಯ ಸದ್ಭಾವನಾ ಪ್ರತಿಜ್ಞೆ

National Goodwill Pledge

“ಜಾತಿ, ಧರ್ಮ, ಪ್ರದೇಶ, ಮತ, ಅಂಗ ಅಥವಾ ಭಾಷೆಯ ಬೇಧಭಾವವಿಲ್ಲದೇ ಭಾರತದ ಎಲ್ಲಾ ಜನತೆಯ ಭಾವೈಕ್ಯ ಮತ್ತು ಸೌಹಾರ್ದಕ್ಕಾಗಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸುತ್ತೇನೆಂದು ನಾನು ಹೃತ್ಪೂರ್ವಕವಾಗಿ ಪ್ರತಿಜ್ಞೆ ಮಾಡುತ್ತೇನೆ.

ಅಲ್ಲದೇ, ವೈಯಕ್ತಿಕವಾಗಲೀ ಅಥವಾ ಸಮೂಹಿಕವಾಗಲೀ ನಮ್ಮಲ್ಲಿರುವ ಎಲ್ಲಾ ಭೇದಭಾವಗಳನ್ನು ಹಿಂಸಾಚಾರಕ್ಕೆ ಅವಕಾಶ ನೀಡದೆ ಸಮಾಲೋಚನೆ ಹಾಗೂ ಸಂವಿಧಾನತ್ಮಕ ಕ್ರಮಗಳ ಮೂಲಕ ಪರಿಹರಿಸಿಕೊಳ್ಳುತ್ತೇನೆಂದು ಸಹ ಪ್ರತಿಜ್ಞೆ ಮಾಡುತ್ತೇನೆ”

ಮತದಾರರ ಪ್ರತಿಜ್ಞೆ

Voters Pledge

“ಪ್ರಜಾಪ್ರಭುತ್ವದಲ್ಲಿ ದೃಢವಿಶ್ವಾಸವುಳ್ಳ ಭಾರತದ ಪೌರರಾದ ನಾವು, ನಮ್ಮ ದೇಶದ ಪ್ರಜಾಸತ್ತಾತ್ಮಕ ಸಂಪ್ರದಾಯಗಳು ಮತ್ತು ಮುಕ್ತ, ನ್ಯಾಯಸಮ್ಮತ ಮತ್ತು ಶಾಂತಿಯುತ ಚುನಾವಣೆಗಳ ಘನತೆಯನ್ನು ಎತ್ತಿಹಿಡಿಯುತ್ತೇವೆಂದು ಮತ್ತು ಪ್ರತಿಯೊಂದು ಚುನಾವಣೆಯಲ್ಲಿ ನಿರ್ಭೀತರಾಗಿ ಮತ್ತು ಧರ್ಮ, ಜನಾಂಗ, ಜಾತಿ, ಭಾಷೆ ಅಥವಾ ಯಾವುದೇ ಪ್ರೇರೇಪಣೆಗಳಿಗೆ ಮತ್ತು ದಾಕ್ಷಿಣ್ಯಗಳಿಂದ ಪ್ರಭಾವಿತರಾಗದೆ ಮತ ಚಲಾಯಿಸುತ್ತೇವೆಂದು ಈ ಮೂಲಕ ಪ್ರತಿಜ್ಞೆ ಸ್ವೀಕರಿಸುತ್ತೇವೆ.”

ತಂಬಾಕು ವಿರೋಧಿ ಪ್ರತಿಜ್ಞೆ

Anti Tobacco Pledge

“ನಾನಾಗಲಿ, ನನ್ನ ಪರಿಚಯಸ್ಥರಾಗಲಿ ಅಥವಾ ನನ್ನ ಕುಟುಂಬದ ಸದಸ್ಯರಾಗಲಿ ಎಂದೆಂದಿಗೂ ಧೂಮಪಾನ ಅಥವಾ ಯಾವುದೇ ರೀತಿಯ ತಂಬಾಕು ಉತ್ಪನ್ನಗಳನ್ನು ಬಳಕೆ ಮಾಡುವುದಿಲ್ಲ. ಹಾಗೆಯೇ ನನ್ನ ವಿದ್ಯಾ ಸಂಸ್ಥೆಯ ಆವರಣವನ್ನು ತಂಬಾಕು ಮುಕ್ತ ವಲಯವನ್ನಾಗಿಸುತ್ತೇನೆ. ನನ್ನ ಸಹಪಾಠಗಳು ಸಹ ಇದೇ ರೀತಿ ಮಾಡಲು ಪ್ರೇರೇಪಿಸುತ್ತೇನೆಂದು ನಾನು ಈ ಮೂಲಕ ಪ್ರತಿಜ್ಞೆ ಮಾಡುತ್ತಿದ್ದೇನೆ.”

ವಿಚಕ್ಷಣಾ ಪ್ರತಿಜ್ಞೆ

“ನಮ್ಮ ದೇಶದ ಆರ್ಥಿಕ, ರಾಜಕೀಯ ಮತ್ತು ಸಾಮಾಜಿಕ ಅಭಿವೃದ್ಧಿಗೆ ಭ್ರಷ್ಟಾಚಾರವು ಒಂದು ಪ್ರಮುಖ ಅಡಚಣೆಯಾಗಿದೆ ಎಂದು ನಾನು ನಂಬುತ್ತೇನೆ. ಭ್ರಷ್ಟಾಚಾರವನ್ನೂ ನಿರ್ಮೂಲನೆ ಮಾಡಲು ಸರ್ಕಾರ, ನಾಗರಿಕರು ಮತ್ತು ಖಾಸಗಿ ವಲಯದಂತಹ ಎಲ್ಲಾ ಪಾಲುದಾರರು ಒತ್ತಾಗಿ ಕೆಲಸ ಮಾಡಬೇಕೆಂದು ನಾನು ನಂಬುತ್ತೇನೆ.

ಪ್ರತಿ ನಾಗರಿಕನು ಜಾಗರೂಕನಾಗಿದ್ದು, ಎಲ್ಲಾ ಸಮಯದಲ್ಲೂ ಉನ್ನತ ಗುಣಮಟ್ಟದ ಪ್ರಾಮಾಣಿಕತೆ ಮತ್ತು ನಿಷ್ಠೆಗೆ ಬದ್ಧನಾಗಿರಬೇಕೆಂದು ಹಾಗೂ ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಹೋರಾಟವನ್ನು ಬೆಂಬಲಿಸಬೇಕೆಂದು ನಾನು ಅರಿತಿದ್ದೇನೆ.”

ಜೀವನದ ಎಲ್ಲಾ ಕ್ಷೇತ್ರಗಳಲ್ಲಿ ಪ್ರಾಮಾಣಿಕ ಮತ್ತು ಕಾನೂನಿನ ನಿಯಮಗಳನ್ನು ಅನುಸರಿಸುತ್ತೇನೆ.

- ಲಂಚವನ್ನು ಪಡೆಯುವದಿಲ್ಲ ಹಾಗೂ ನೀಡುವುದೂ ಇಲ್ಲ.
- ಎಲ್ಲಾ ಕಾರ್ಯಗಳನ್ನು ಪ್ರಾಮಾಣಿಕ ಮತ್ತು ಪಾರದರ್ಶಕ ರೀತಿಯಲ್ಲಿ ನಿರ್ವಹಿಸುತ್ತೇನೆ.
- ಸಾರ್ವಜನಿಕ ಹಿತಾಸಕ್ತಿಯಲ್ಲಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸುತ್ತೇನೆ.
- ವೈಯಕ್ತಿಕ ನಡವಳಿಕೆಯಲ್ಲಿ ನಿಷ್ಠೆ ಪ್ರದರ್ಶಿಸುವ ಮೂಲಕ ಮಾದರಿಯಾಗಿರುತ್ತೇನೆ.
- ಯಾವುದೇ ಭ್ರಷ್ಟಾಚಾರದ ಘಟನೆಯನ್ನು ಸೂಕ್ತ ಸಂಸ್ಥೆಗೆ ವರದಿ ಮಾಡುತ್ತೇನೆ.

Vigilance Pledge

“I believe that corruption has been one of the major obstacles to economic, political and social progress of our country. I believe that all stakeholders such as government, citizens and private sector need to work together to eradicate corruption.

I realize that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.”

High, therefore pledge;

- ❖ To follow probity and rule of law in all walks of life
- ❖ To neither take nor offer bribe;
- ❖ To perform all task in an honest and transparent manner;
- ❖ To act in public interest;
- ❖ To lead by example exhibiting integrity in personal behavior;
- ❖ To report nay incident or corruption to the appropriate agency

NSS Pledge

“I solemnly pledge to work with dedication to serve and strengthen
freedom and integrity of the Nation.

I further affirm that I shall never resort to violence and that all
differences and disputes relating the religion, language, region or
political or economic grievance should be settled by peaceful and
constitutional means.”

College Pledge

CODE OF CONDUCT FOR PRINCIPAL

The Principal is appointed by the Education Board, Anjuman E Islam Dharwad as per the rules of Govt. of Karnataka. The post is subject to approval by the concerned Departments, Government of Karnataka

1. He is full time academic and administrative officer of the institute.
2. He should stay at the Dharwad and will not leave the city without the permission of the authorities. Before leaving headquarter he should make alternative arrangements for the functioning of the day to day activities of the college.
3. He/she should encourage and support academic & research activities amongst the teachers and students.
4. He being academic head, should support, guide and think innovatively for the overall development of faculties and students in the colleges.
5. He should observe discipline and must bear high moral character.

6. He should prepare budget for the given academic year, present it to the Management, get it sanctioned and execute it with full commitment.
7. He should provide details of various scholarships from the Govt. & NGOs to the needy and deserving students.
8. Principal is responsible for smooth conduct of college and should guide for preparation of yearly plan, administrative and financial management in consultation with management.
9. He should establish good public contacts in society, Dept. of collegiate education, University, UGC, other academic institutions and all the stakeholders for overall development of the college.
10. He should apply for Financial assistance from the different funding agencies for Research & infrastructure development
11. He is responsible for the planning and execution of sports, extra-curricular and cultural activities for overall development of the students.
12. He has to manage and control teachers and administrative staff on the campus and make optimum utilization of the available Infrastructure.
13. He should be cooperative towards all his colleagues and seniors.
14. He should get performance appraisal/Confidential Report of each and every employee & communicate to the management from time to time
15. Performance of the staff and students must be highlighted in a proper platform
16. To maintain all the records of the institution for annual Report of the Management
17. To correspondence with the Government to fill the vacant post from time to time
18. To supervise on proper maintenance of Books of Accounts and arrange to submit monthly statements to the Management.
19. No discrimination in terms of caste, creed, religion, race, gender or sex in their professional Endeavour.
20. He should convene the meetings of the IQAC as per the stipulated guidelines and to hold staff meetings on regular basis.
21. To submit the Self Study Report for NAAC Reaccreditation as and when it dues
22. Encourage the Departments to organize conferences, seminars, workshops and special lectures and all those activities which enhance the quality & sustainability.

23. Redress the grievances of all the stakeholders' students, staff, parents& alumni. Focus on discipline, Punctuality and accountability of the students and the staff.
24. Focus on the required efforts for the placement of the students.
25. To update Service Register of the All the employees.

CODE OF CONDUCT FOR THE TEACHER

Teachers and their Responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself /herself in accordance with the ideals of the profession. The teacher is constantly under scrutiny of students and all the stakeholders at large. Therefore, every teacher shall see that there is no incompatibility between his /her precepts and practice.

Teachers are expected to:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Make professional growth continuous through study and research & Publications
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and their profession through them.
6. To perform duties in the form of teaching, practical's, seminars and research work consciously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as, admission of the students, advising and counselling students in selection of subject combinations as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, Participate in extension, co-curricular and extra-curricular activities including community service.
8. They should away from party politics.

Teachers and the Students- Teachers are expected to:

1. Respect the right and dignity of the students in expressing their opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments to develop their Personalities and at the same time contribute to community welfare
5. Inculcate among the students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace.
6. Be affectionate to the students and do not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainments of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours
9. Encourage students to develop an understanding of our national heritage and national goals.

Teachers and Colleagues-Teachers are expected to:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
4. Be just, honest and impartial with regard to caste, creed, religion, race or gender in their professional endeavor.

Teachers and Authorities-Teachers are expected to:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.

2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand in IQAC/NAAC Work
4. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
5. Refrain from availing themselves of leave except on unavoidable grounds with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

Teachers and Non-Teaching Staff:

Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the Institution.

Teachers and Guardians:

Try to maintain contact with the guardians of their students to update their performance to the guardians on need base and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

CODE OF CONDUCT FOR THE ADMINISTRATIVE STAFF

1. The administrative staff must maintain high standards of honesty, punctuality and professional ethics
2. They should work within the institutional policies, practices, to satisfy the vision and mission of the institution
3. They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work, so that they could facilitate the requirements of the teaching staff, general administration and students.
4. The staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college.

5. The administrative staff should maintain the decorum, dignity and courtesy in their speech and behavior. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non-verbal communication.
6. Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.
7. The administrative staff should maintain harmonious relations with other staff and students
8. The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.
9. The administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.
10. The administrative staff should properly maintain records of respective portfolio.
11. The administrative staff should make effort for the continuous development through training programme, workshops and skill development activities.
12. The administrative staff should respect and maintain the hierarchy in the administration .They should be sensitive in following the norms of protocol in the institution
13. All the administrative staff maintain integrity and fairness in all activities. They should exercise self-discipline, restrain at all times and deal positively with staff, students and public.
14. The administrative staff should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.
15. They should avoid spending time on social networking site during the working hours & should not waste office time for personal reasons.
16. They should remain away from party politics
17. They should assign proper time limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
18. They should avoid procrastination of the daily office work. They should adopt the zero pending files policy. They should keep pro-active and speculative working strategies.
19. The office staff should not indulge in any form of addiction during the office hours
20. They should not remain absent from duty without official approval or approved leave.

21. They should make judicious use of e-resources and electricity, provided impetus for office automation and inculcate paper free practices in order to make in more eco friendly
22. 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.
23. 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.
24. Ensure the smooth conduct of the student's admission, examination issues and college/institution and administration activities.
25. Abide and obey all orders and instructions which may from time to time be given to him/her.
26. 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.
27. 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 wellbeing of the students.

CODE OF CONDUCT 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. Moral Values, Kindness, Compassion and tolerance are virtues which they are particularly advised to cultivate. So that they develop into healthy, positive leaders in coming years.

General rules to be noted:

1. Every student shall wear clean & tidy 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 faculties, 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.100/-
5. Willful damage to the property of the college, books, furniture, water and electricity installation etc., will be penalized & punished. The decision of the principal is final in these matters.
6. 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.
7. 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.
8. No money collections are allowed without prior permission of the principal.
9. No meeting or party should be held in the college nor any other activity taken up without the approval of the principal.
10. Attendance at college functions is obligatory for all students.
11. 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. 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. As an identification certificate when appearing for examinations
3. As an identification while borrowing books from library
4. As general identity card for participation in intercollegiate activities.
5. 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.
2. Fees once paid, will not be refunded.
3. Fees can be paid through Bank Challan during the working hours between 10-30 am and
4. 3-00 pm on all working days.
5. 3.A receipt signed by the principal and Bank or a person authorized by him will be issued
6. for all payment
7. 4.No fee is collected in cash in the offices (No Cash Transaction in the offices)

Following measures may be taken in case of non-observance of rules and regulations:

1. Cancellation of admissions.
2. Cancellation of term.
3. Detention from examination forms.
4. Rustication from examination/ college.
5. Suspension from College.
6. Students will be fined for not following the rules of discipline.
7. Confiscation of deposit.

Library: The students are to abide by the following Library Rules:

1. While inside the library, a student should be in possession of Library-Cum-Identity Card.
A book shall be issued only on the presentation of this card.
2. Books are issued for a period of days mentioned in the due date slip.

3. Students who fail to return the books on the due date shall pay a fine of Rs..5/- per day, per book for the period beyond the date.
4. Reference books, rare books and periodicals shall not be issued.
5. If a student loses or otherwise damages a book, she/he shall pay double the cost of that book along with 10% handling charges as fine.
6. If a student loses or damages an old edition of a book, he/she would have to deposit triple the cost of the book along with 10% handling charges.
7. Students are advised to check the book before getting them issued.
8. Use of the Library is restricted to bona-fide students only.
9. Students visiting the Library should deposit their belongings at the property counter.
10. Students should observe silence while in the reading halls.
11. Loss of Identity card should be immediately reported to the librarian and duplicate card should be obtained on payment.

CODE OF CONDUCT FOR NSS VOLUNTEERS

Since National Service Scheme is aimed at developing the personality of NSS volunteers through community service, hence, all NSS activities provide an opportunity to NSS volunteers to involve themselves in community service.

1. A student enrolled as NSS volunteers will have to put in 120 hours for community work in a year for a period of 2 years. He/she is likely to participate in different Programs and projects under NSS.
2. All volunteers shall work under the guidance of a group leader nominated by the Program Officer.
3. They shall make themselves worthy of the confidence and cooperation of the group/community leadership.

4. They shall scrupulously avoid entering into any controversial issues.
5. They shall keep day-to-day record of their activities/experience in the enclosing pages of the diary and submit to the Program Officer for guidance.
6. It is obligatory on the part of every volunteers to wear the NSS BADGE while on work.

Duties of NSS Volunteer

1. To establish rapport with the people in the project area
2. Identify needs, problems and resources of the community
3. Plan programs and carry out the plans
4. Relate learning and experience towards finding solutions to the problems identified; and
5. Record the activities in work diary systematically and assess the progress periodically and effect changes, as and when needed