



Shri Hurakadli Ajja Shikshana Samiti's

Smt. K.S. Jigalur Arts and Dr. (Smt.) S.M. Sheshgiri

Commerce College for Women, Dharwad

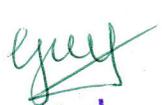
INSTITUTIONAL CODE OF CONDUCT

**Code of Conduct/Professional Ethics for Students, Principal,
Teaching and Administrative Staff**

IV Code of conduct for Administrative Staff

1. Should maintain honesty and fairness in administration.
2. Should maintain punctuality and remain on duty during college hours.
3. Should perform the duty sincerely, diligently and with accountability.
4. Should follow KCSR rules and discharge duties and discharge duties as per the guidelines.
5. Should not remain absent from duty without prior permission of the principal.
6. Should behave respectfully and positively with staff, students and the parents.
7. Avoid social networking sites such as face book, whatsapp during the working hours.
8. Should provide all the necessary information to various committees of the institution as and when required.
9. Provide the necessary student data to prepare various committee reports.
10. Shall attend student grievance and act immediately.
11. Clerk should maintain service book of all staff of the institute.

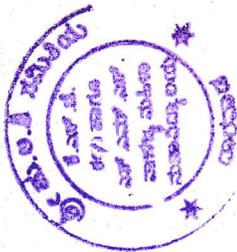



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V Code of conduct of the Library

1. Readers are required to sign in the attendance register as soon as they enter into the library by furnishing all the particulars in the register properly.
2. Readers who possess a borrower's card shall be eligible to borrow only two books at a time for home reading. Books so issued are required to be returned on the 8th day from the date of issue.
3. Reference sources, Reference books, Question papers, periodicals and syllabus copy shall not be issued for home reading.
4. Readers shall be eligible to borrow not more than two journals at a time for home reading. Issued journals are to be returned on the 4th day from the date of issue.
5. The person who takes the books, journals for reading is responsible for its safe return, undamaged, unmarked with pen or pencil.
6. Conversation and making noise in the library is strictly prohibited.
7. All the final year students should return their library books as per the library circular and obtain 'No due certificate' from the library.

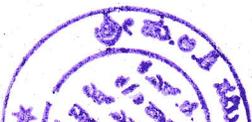


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III Code of conduct for Faculty

1. Faculty shall discharge duties efficiently and diligently to match with the academic standards and norms laid down by the UGC/University/ Management College from time to time.
2. Whenever a faculty member intends to take leave should get leave sanctioned in advance with proper alternative arrangements made for class / invigilation.
3. In addition to teaching, the faculty member should take additional responsibilities as assigned by HoD / Principal in academic, co-curricular and extracurricular activities.
4. Faculty members are expected to update their knowledge from time to time by attending the seminars/ workshops after obtaining necessary permission from the Principal.
5. Faculty should actively involve with students in extracurricular activities.
6. Respect the rights and dignity of the student in expressing her opinions.
7. Impartial with students regardless of their religion, caste, economic and social characteristics.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University calendar of events.
9. Treat the non-teaching staff as colleagues and equal partners within the institution.
10. Make them available to the students even beyond their class hours and guide them.
11. Private tuition by faculty is strictly prohibited.



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Principal
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Commerce

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Principal

II Code of conduct for Principal

1. The Principal should be honest, fair and supportive.
2. Principal should ensure the directions issued by the department of collegiate education and university is strictly complied with.
3. Abide by the rules and regulations of the institution.
4. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
5. Ensure that the staff and students aware of rules, policies and procedures laid down by the college.
6. Principal should be fair in disciplinary actions for all the teaching and non-teaching staff and students.
7. Principal should ensure quality in education and academic activities.
8. Principal should motivate the teachers to enhance their knowledge.



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CODE OF CONDUCT FOR STUDENTS

1. The students must observe and strictly follow the disciplinary rules and regulations of the institute.
2. Student should be regular and punctual in attending classes as per the time-table.
3. Student should have minimum attendance of 75 % in all subjects. In case of shortage she will not be permitted to appear for the examinations as per the university rule.
4. Every student of the college must wear the valid identity card issued by the college bearing the signature of the principal.
5. Students should wear mask mandatorily, use sanitizer and maintain social distance.
6. Dress code is compulsory on all the days except on Wednesday.
7. Student should not remain absent for internal test and Semester end examinations. It is the duty of the students to submit assignments in time and engage in their academic activities.
8. Ragging in the college campus is strictly prohibited. Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
9. During leisure hours, students are advised to use the library and computer lab.
10. The use of mobile phone is strictly prohibited in the college campus, during class hour and in corridor. Using in the class without prior permission of class teacher is not allowed.

11. Students are advised to read all the notices and circulars displayed on the notice board.
12. The students should follow the academic calendar as per the instructions.
13. Student must attend national festivals and various activities organized by the college.
14. Student should be attentive, fair and cooperative to teachers and peers on various academic and non academic activities.
15. Visitors are not allowed to meet the students in the class room.
16. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary rules in college premises and in class room. Attempted or actual theft of things in the college is punishable act.
17. Throwing Chocolate, Kurkure, chips wrappers, masks in the campus is strictly prohibited. Students shall use waste bins for disposing waste materials.
18. Every student is expected to maintain the general cleanliness within the classrooms, library and in the campus. Maintain cleanliness in toilet and throwing pads in toilets is not allowed. Dispose it in a proper way.
19. Writing on walls, pillars, glasses and furniture is strictly prohibited. Students should protect the property of the college.
20. Students have to park their vehicles in parking zone only.
21. Students are not allowed to celebrate any function / birthday in the class room or in campus without prior permission of the principal.



Dr. Girija Yabannavar

Principal

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