



B.L.D.E. Association's
S.B.Arts and K.C.P. Science College, Vijayapura

A Hand-Book
on
Code of Conduct
2022-23



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PREAMBLE

An employee Code of conduct is a document that provides guidelines on acceptable behavior of individuals in an organization. It defines acceptable behavior and social norms that individuals in an organization should adopt on a day-to-day basis. This document is prepared for effective functioning of the Institute. This document, along with the general rules and regulations forms the basis of code of conduct to be followed by the faculty and students.

VISION

“To Create the Thinkers, Doers and Citizens who will rise to their Century's Challenges framing a paradigm of the innovative pinnacles in Knowledge, Skills, Values and Attitudes.”

MISSION

“To provide an ambience that makes our students ethically strong and professionally competent and thereby contributing to a healthy and prosperous Society.”

OBJECTIVES

- To promote Global Competitiveness by providing multiple Opportunities for Excellent Education, Applied Research, Academic Innovation and Service to Humanities.
- To encourage Innovative Thinking and Creativity and inculcate Research Skills in our Students.
- To be Student-Centric, Institute is imbining Experiential, Innovative and Life-Long Learning Skills addressing Societal Problems.
- **To empower Students from all sections of Society through Holistic Education centered on Academics.**
- **To instill in our Students Moral Values, Discipline and Dynamism.**

The Vision, Mission and Objectives of the College have been guiding light in providing quality education in this educationally backward region.

The B.L.D.E. Association

Dr. P. G. Halakatti, a native of Dharwad and a visionary, known as 'Vachana Pitamaha', who migrated to Bijapur (present Vijayapura) founded the Association initially in the name of 'Bijapur Lingayat Educational Institute', on October 23, 1910. In the year of 1942, a religious leader and a visionary Shri. Shri. Sanganabasaveshwar Maha Shivayogigalu of Banthanal, laid a firm foundation to B. L. D. E. Association by way of establishing various Educational Institutes. These institutions have changed the literary map of this area. The phenomenal growth of the institution is the testimony of quality education that is the hallmark of B. L. D. E. Association.

About the College

B.L.D.E. Association's S.B.Arts and K.C.P.Science College, a pre-Independence college was established in the year 1945. The arts discipline is named after its founder Poojya Shivayogi Sangana Basava Swamiji and Science is named after its donor Shri. Kanal Channanagouda Patil. It is an honor and historic feat to note that the foundation stones of the college were laid by Bharat Ratna and Nobel Laureate Sir C V Raman. The College has been visited by eminent personalities like General Kariyappa, Dr. V. K. Gokak, Dr. D. C. Pavate, Lt. General Halagali, Shri S.R. Hiremath, a Social Activist, Prof. C.N.R Rao and Vice-Chancellors of various Universities.

The Institution presently has three U.G. programmes - B.A, B.Sc. and B.C.A, Four P.G. Courses - M.A.(English), M.Sc.(Computer Science), M.Sc.(Chemistry) and M.Sc.(Physics) and one research centre (Chemistry).

Code of Conduct for the Principal

The Principal of the college has a multi-faceted role to play. He/she has to shoulder responsibilities as a patron, custodian, supervisor, administrator and adjudicator. The Principal as the academic and administrative head of the institution is liable to follow the rules, regulations, and guidelines as proclaimed by the UGC, the Govt. of Karnataka and B.L.D.E. Association.

The principal as the academic and administrative head of the institute works for the growth of the Institution.

- The principal shall achieve co-ordination among various statutory committees and non-statutory bodies.
- The principal is the member of board of governors, chairman of finance committee and also chief controller of the examinations.
- The principal monitors academic, examination, extra-curricular, co-curricular activities for smooth functioning of the system.
- The principal is authorized to nominate coordinators, members and other administration functionaries in various committees.
- The principal shall also ensure quality assurance and he/she should be assisted by Vice-Principal and IQAC Co-ordinator.
- The principal ensures that academic and administration of the institution functions efficiently through the departments and various committees constituted for these specific purposes.

Code of Conduct for the Vice-Principal

The Vice-Principal is an assistant educational administrator.

- The primary responsibility of Vice-Principal is to help the Principal with daily administrative duties along with planning & preparing for the academic year.
- The Vice-Principal has the opportunity to mentor and support teachers and motivate them to involve in research.

Code of Conduct for Internal Quality Assurance Cell (IQAC) Co-ordinator

Internal Quality Assurance Cell (IQAC) has been established in the college, which meets regularly to assess the quality deliverance of education in the institution leading to achieve the course and program outcomes. The IQAC coordinator is the administrative head for the overall quality assurance and implementation of academic, curricular, co-curricular, extra-curricular activities of the institution and serves for the development and growth of the institution.

- He/She should plan about curricular, co-curricular and extra-curricular activities of the institution. Further, encourage teachers and students to involve in research.
- He/ She will conduct time to time meetings for all Statutory and Non-Statutory Members of college NAAC criteria-wise chairman's and chairpersons of all cells for planning and implementation of various activities in the college.

Code of Conduct for Head of the Department (HOD)

- Head of the Department (HOD) is responsible to promote and develop the programme within the college in the interest / benefit of the students including establishment, supervision and evaluation of education programme.
- The HOD has to hold regular staff meeting for the purpose of discussing Academic and Administrative matters with regard to the department.
- To develop and encourage a high degree of student morale through curricular and extra - curricular activities.
- HOD shall ensure the submission of IA marks to the University within the stipulated time.
- Whenever a faculty member intends to take leave, HOD should make proper, alternate arrangements in advance and sanction leave.
- The HOD has to motivate the faculty member to participate in National / International seminar, present research papers and publish in reputed journal.
- The HOD shall assist the Principal and provide NAAC and SOP cell activities information to the IQAC Co-ordinator.
- The HOD must ensure the diaries of the faculty members are updated and put up for inspection before the Principal.

The HOD has to shoulder the responsibility to address the problems of students and resolve the same with the help of the faculty member.

Code of Conduct for the Teaching Staff

An individual who engages in teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals of the profession. A teacher is under the scrutiny of his/her students and society at large. Therefore, teachers should maintain and balance between their percepts and practice. The basic principles of teaching are educate, care, trust, integrity and respect. The code of conduct for the teachers of this institution is as follows:

- The teachers should be concerned and committed to impart education and should give utmost interest towards the specific needs of each student.
- The teachers should try to develop a healthy educational environment. Teachers should treat all the students equally irrespective of their caste, creed, religion or socio-economic status. There is no room for partiality or vindictive attitude towards any of them.
- The teachers aim should be to encourage the students to develop a sense of questioning in the pursuit of knowledge.
- Teachers should continuously update in their respective fields in order to upgrade the student community. They must also acquaint themselves with recent methodologies and other applications.
- Teachers must pursue research and innovation for continuous progress and development of subject along with their routine course of teaching. They should involve themselves in seminars and workshops.
- Teachers will have to carry out the institutions' educational responsibilities such as helping in admissions, conducting examinations, seminars etc, they should also encourage the students to participate in extra-curricular activities.
- Teachers must keep the confidentiality of all the information in respect of exams, internal assessment and practical examination.
- Teachers should have mutual respect towards each other assisting them and sharing the responsibility in collective manner.
- The teachers should avail their leaves as per the rules prevailing in the institution.
- Teachers should treat the non-teaching staff with respect.
- There should be regular organizing of meeting with the guardians of the students as this is necessary for the improvement of the students.

Code of conduct for Non- Teaching Staff OFFICE SUPERINTENDENT

Office Superintendent is the head of non-teaching staff members. He ensures that the administration of various sections runs properly and efficiently as per the action plans and instructions of the Principal and Vice-Principal and IQAC Co-ordinator.

Being the employees of the institution, all the non-teaching staff of the college should follow the code of conduct stipulated by the institution. The code of conduct for the non-teaching staff is as follows:

- They should acquaint themselves with the college policies and adhere to those policies to the best of their ability.
- Each of them should perform the duties assigned by the institution sincerely and diligently.
- They should avail leave with prior intimation as per the rules prevailing in the institution.
- They should not act in disrespectful manner to their colleagues, teaching staff, students and institution.
- They should be punctual to the duty which is required for the smooth functioning of the college.
- They should use the furniture, equipment, stationeries, and machineries with care and responsibility.
- They should keep away from the influences of the drugs or alcohol, consumption of tobacco and gutka during office hours.
- They should keep secret with regard to the confidential matters relating to the examination, admission, and official records.
- They should give due respect to the decisions made by the college authorities. There must be mutual respect between teaching and non-teaching staff and thereby generate a harmonious environment towards the progress of the institution.
- They are the first to come into the contact with the parents/ guardians of the students during admission and examination. Hence, they should

interact with them politely and patiently as their behavior will be considered to reflect that of the institution.

- The office staff is responsible to maintain registers, records and accounts pertaining to the college.
- The office staff shall collect all information, circulars, reports and other materials required by the university and the department of collegiate education and promptly respond immediately in resolving the issue.
- The accounts staff should maintain the accounts properly and attend to audit queries and reply to the audit report. They should keep in touch with the management, state/central government or other funding agencies for the work done. The financial transactions should be transparent, vouchers, cheques and pay-orders should be prepared with utmost care as the same is involved in financial implications.

Code of Conduct for Students

The code of conduct for the students shall apply to all sorts of conduct of students within the campus and off campus mannerisms. This may have serious consequences or adverse impact on the institutions' interest and reputation. The college believes in promoting a safe and efficient environment by enforcing the following behavioral standards for the students.

- All the students must uphold academic integrity and mutual respect among themselves.
- There should not be any discrimination physical or verbal on the basis of caste, creed, race, religious belief, region, language, disability, marital status, physical or mental disability.
- Any damage caused to the college property or properties of others will be considered as punishable offence.
- Wearing uniform along with ID card is mandatory.
- Students should attend classes regularly and they should be on time.
- Misbehavior or exhibiting disruptive attitude during any activity of the institution is not allowed.
- The principle of academic integrity is required to be followed by the students while submitting projects, essays, dissertations etc.,
- Copying / Malpractices during examination is prohibited.

- Students shall not be allowed copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- The full value is to be recovered by the college library in case of any loss or damage of any book issued to the student by the college library.
- Students should refrain from indulging in ragging activities. If found stern action shall be taken including expulsion from the institution or debarring from appearing for the examination.

Code of Conduct for Students in Hostel

- Students should be inside the hostel campus maximum by 7.00 pm. Students has to record their attendance everyday between 7.00pm-8.00pm in the register maintained.
- Students in hostel should stay only in the room allotted to them. Staying in other rooms is not permitted.
- Any physical or mental harassment towards fellow students including ragging, quarrelling, using abusive language and violent behavior is prohibited.
- Hostel is meant for facilitating studies; therefore, Silence should be maintained especially from 09.00pm to 06.00am. Students should not disturb other students by conducting parties, playing music, talking loudly over mobile phones, etc.
- Anyone causing damage to the hostel property will be penalized suitably.
- Hostel Students should not bring any day-scholar or ex-student friends inside the hostel premises.
- If a student is going out for an overnight stay, she should obtain prior permission from the Principal and the warden before leaving the hostel as per procedure.
- Students in the hostel are not allowed to keep electronic gadgets.
- Cooking in the rooms is strictly prohibited because of fire safety reasons.
- Students are personally responsible to safeguard the valuable belongings and shall not keep large amounts of cash in their rooms.
- Parent's permission is required for going out and availing leave

- The hostel fee is valid only till last term end exam +5 days.

Discipline regarding the Dress Code

- The institution has the uniform for all U.G Programs.
- On Thursday, formal dresses are allowed and the students are expected to dress modestly and wear clothes that reflect the Indian culture.
- All the students are expected to attend all college functions in college uniform unless otherwise specified.

In-Campus Safety Measures

- Various committees and cells are in place to ensure the safety and security of the students.
- Cells like anti-ragging cell, discipline committee, student's grievance redressal cell and prevention of sexual harassment cell promote safety and a healthy atmosphere in the college.
- Accommodation would be provided only after paying the requisite fees and rents as decided by the college hostel administration from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the institute authorities.
- No student will be allowed to stay in the hostel without formal admission.

Academic Discipline

- Each student should earn 75% attendance to appear for the semester-end examination.
- The students should get their leave letters signed by their parents/guardian and boarding students by their wardens and should submit it to their mentor before taking the day leave.
- Students who intend to represent the college in inter-collegiate events shall take prior permission from the concerned head of the department who would decide with the awarding of the attendance in the course of participation.
- Marks of in internal examination will be announced by the teacher in class, besides, displaying on notice board. Students will have the option of to redressal if any grievance of regarding evaluation.

- Attendance to the college functions like workshops, seminars, conferences, group discussions, and industrial visits. etc., is mandatory to all the students.
- Students discontinuing the course should pay their entire fee of all the remaining semesters before collecting their transfer certificate.
- Indulgence of students in anti-social activities like drug abuse, consumption of alcohol, smoking, ragging, cyber-crime, theft of any kind, physical violence, scuffle etc., are subject to serious action.

Library Discipline

Our primary goal in the library is to help students succeed with information, and our policies related to appropriate use of the library are written to achieve this purpose. The college has a library well stocked with books and fully automation with internet, DELNET and INFLIBNET facilities.

- Students are expected to behave in a civil manner that does not interfere with other people using the facility.
- Students should scan their ID card and register their entry.
- The library is kept open from 7.30 am to 6.00 pm on all working days.
- The students must leave their belongings like bags, books, files etc. in the place provided at the entrance of the library and must carry only pen and paper.
- Each student will be given a member ID card which can be used for borrowing books.
- Writing, marking or folding in the books or causing the damage to it in any other way is strictly prohibited.
- The books must be returned promptly on the due date to avoid the penalty or are fined Rs 10 per day

