



B.L.D.E. Association's
**Smt.Bangaramma Sajjan Arts, Commerce and Science
College for Women, Vijayapur-586101**

Re-Accredited at the "A" Level by NAAC with 3.10 C.G.P.A by NAAC
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Hand Book on Code of Conduct



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Prelude :

Smt. Bangaramma Sajjan Art, Commerce and Science College for Women was established in 1983. It is affiliated to Karnataka State Akkamahadevi Womens University Vijayapura [KSAWUV]. The B.L.D.E. Association established this institution and named it after one of the most illustrious, philanthropist Smt. Bangaramma Sajjan of Vijayapura. The institution was established in order to impart higher education to girls of Bijapur with an aim to give education to them in diverse areas of Arts and Commerce. Emerging subjects in the applied sciences such as Computer Application, Home Science, Hindustani Music and Women Studies have also been introduced. Apart from this, the institution also is imparting education by introducing P.G. in Commerce and B.C.A. in the year 2017 and also introduced B.Sc in the year 2019.

The college has completed the third cycle of the NACC Accreditation in 2016 with 'A' Grade with 3.10 CGPA by NAAC.

:: VISION ::

"Educate & Empower the Women; Strengthen The Nation".

:: MISSION ::

- * Providing opportunities of higher education to women at affordable cost.
- * To expose them to face contemporary challenges.
- * To provide appropriate education in making women self-sufficient.
- * Providing avenues to the students to exhibit their competencies.
- * Updating teaching & learning processes and promoting extension programmes to actualize national objectives.
- * To include all the stake holders in the development of the institution and the region.

: OBJECTIVES:

- To make women economically self-sufficient.
- To expose them to modern technologies.
- To ensure the Women's role in the development of modern society.

Code of conduct for the Principal.

The chair of the Principal of a college has got multi-faceted roles to play and to shoulder responsibilities as a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. The Principal as the academic and administrative head of the institution is liable to follow certain ethics in his conduct as proclaimed by the UGC, in tandem with the guidelines framed by the Govt. of Karnataka and the Principal of the institute shall abide by the orders and directions issued from time to time by the Management of B.L.D.E. Association.

- 1) The Principal has to uphold and upkeep the ethos of inclusiveness in-terms of imparting education in the institution.
- 2) The Principal has to nourish and enforce equal treatment to all the stakeholders in the college and maintain the essence of social justice for all the stakeholders irrespective of caste enumerated in the constitution of India.
- 3) The Principal has to take appropriate steps to eradicate incidents of sexual harassment within the limits of the college campus and also create awareness about sexual harassment of women at workplace Prevention, Prohibition and Redressal Act – 2013
- 4) The Principal has to ensure the college premises is free from ragging and has to take appropriate steps to curb the menace of ragging in the premises as per the UGC regulations.

- 5) The Principal has to initiate and propagate the spirit of welfare within all the sections of human resources attached to the college and build mutual confidence among them.
- 6) The Principal has to maintain and promote academic activities in the college and encourage exploration of newer avenues for further academic pursuits.
- 7) The Principal has to uphold and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and maintain campus – serenity required for academics
- 8) The Principal has to promote and maintain the practice of extra-curricular activities among students and also encourage the students to participate in sports activities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the college and also put best efforts to bring adequate infrastructure 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/workshops. Apart from this the Principal should abide by the rules and regulations framed by the SOP cell and the Management with respect to the administration of the institution.

Duties of Co-ordinator :

- 1) The Co-ordinator is responsible to promote and develop the programmer within the college in the interest /benefit of the students including establishment, supervision and evaluation of educationprogrammers.
- 2) To assist the teaching staff in the development, implementation, supervision, modification and selection of curriculum material.
- 3) The Co-ordinator has to hold regular staff meeting for the purpose of discussing education and administrative matters with regard to the department.
- 4) To develop and encourage a high degree of student morale through curricular and extra – curricular activities.
- 5) The Co-ordinator shall ensure sufficient number of admissions to the course and should give wide publicity through pamphlets, banner, poster, and publication in the newspaper with regard to the course and facilities to the student, its advantage, job opportunities etc., in the background of the institution college brandimage.

- 6) The Co-ordinator shall ensure the submission of IA mark at the office within the stipulated time.
- 7) Whenever a faculty member intends to take leave, the Co-ordinator should make proper alternate arrangements in advance and sanction leave.
- 8) The Co-ordinator has to motivate the faculty member to participate in National / International seminar, presents research paper and publish in reputed journal.
- 9) The Co-ordinator should assist the Principal and provide NAAC and SOP cell activities information to the IQAC Co-ordinator.
- 10) The Co-ordinator is responsible for approval of lesson plan and Course file (the course file consists of preface, previous year university Question Paper, Notes, Handouts, and Test/Exam Question Papers etc.
- 11) The Co-ordinator must ensure the diaries of the faculty member are updated and put-up for inspection before the Principal.
- 12) The Co-ordinator has responsibility to address the problems of students and resolve the same with the help of the faculty member.
- 13) The Co-ordinator should ensure that his department should get 100% pass result and encourage the faculty member to work accordingly.

Duties of the Head of the department:

- 1) The Head of the department is the head of professional and academic activities of respective subject.
- 2) The HoD after discussion with faculty and the Principal shall allot work-load of the respective department to the faculty members.

- 3) The HoD has to monitor or organize seminar, guest lecture, work on relevant topic once in each semester.
- 4) The HoD has to check the list of attendance and absentees from time to time.
- 5) The HoD with prior permission of the Principal shall hold the meeting with faculty member and organize Nation / International Seminar.
- 6) The HoD shall assign Co-curricular and the extra-curricular activities to faculty member.
- 7) The HoD shall ensure the submission of IA mark at the office within the stipulated time.
- 8) Whenever a faculty member intends to take leave the HoD should make proper alternate arrangements in advance and sanction leave.
- 9) The HoD has to motivate the faculty member to participate in National/International seminar, presents research paper and publish in reputed journal.
- 10) The HoD should assist the Principal and provide NAAC and SOP cell activities information to the IQAC Co-ordinator.
- 11) The HoD is responsible for approval of lesson plan and Course file (the course file consists of preface, previous year university Question Paper, Notes, Handouts, and Test/Exam Question Papers etc.
- 12) The HoD must ensure the diaries of the faculty member are updated and put-up for inspection before the Principal.
- 13) The HoD has responsibility to address the problems of students and resolve the same with the help of the faculty member.

- 14) The HoD should ensure that his department should get 100% pass result and encourage the faculty member to work accordingly.
- 15) The HoD has to hold regular staff meetings for the purpose of discussing educational and administrative matters with regard to the department.

Code of Conduct for Teaching Staff:

Whoever 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 sand 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;

- 1) The teachers should be concerned and committed to impart education and should give utmost interest towards the specific needs of each student. If necessary, the teachers should help the students beyond class hours without expecting any remuneration.
- 2) The teachers shall not prevent any student from expressing her views though it may differ from that of your own on contrary a teacher should accept constructive criticism and encourage the students to express theirviews.
- 3) The teacher 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.

- 4) The teachers aim should be to encourage the students to develop a sense of questioning in the pursuit of knowledge.
- 5) Teachers as a part of their social responsibility should instill a scientific and democratic outlook among the students making them community oriented, patriotic secular and broad minded.
- 6) The teachers should act in a dignified manner and maintain the decorum of teaching profession.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) Teachers must maintain ethical values in professional practice by producing genuine certificates for awards and other qualifications to the higher authorities.
- 11) Teachers must keep the confidentiality of all the information in respect of exams, internal assessment and practical examination.
- 12) Teachers should have mutual respect towards each other assisting them and sharing the responsibility in collective manner.

- 13) Teachers should discharge responsibilities in accordance with the rules framed by the higher authorities and adhere to the same.
- 14) Teachers should treat the non-teaching staff with respect.
- 15) There should be regular organizing of meeting with the guardians of the students as this is necessary for the improvement of the students.
- 16) The teachers should avail their leaves as per the rules prevailing in the institution.

Code of conduct for Non-teaching Staff

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:

- 1) They should acquaint themselves with the college policies and adhere to those policies to the best of their ability.
- 2) Each of them should perform the duties assigned by the institution sincerely and diligently.
- 3) They should avail the leave with prior intimation as per the rules prevailing in the institution.
- 4) They should not engage themselves in any trade or business within the premises of the college.
- 5) They should not obstruct the smooth functioning of the college by engaging themselves in political or anti-sectular activities.

- 6) They should refrain themselves by their act and omissions that might be considered disrespectful to their colleagues, teaching staff, students and institution.
- 7) They should be punctual to their duty which is required for the smooth functioning of the college.
- 8) They should use the furniture, equipment, stationeries and machineries with care and responsibility.
- 9) They should keep away from the influence of drugs or alcohol, consumption of tobacco, gutka during office hours.
- 10) They should keep secret the confidential matters relating to examination admission and official records.
- 11) They should perform their duties with utmost honesty and integrity without any discrimination on the basis of caste, creed or religion.
- 12) Students frequently approach non-teaching staff during counseling, admission, scholarships, examinations, etc., on regular basis. The students also come into contact with them in library and laboratories. Therefore the college expects them to behave in a helpful friendly manner and deal with the students.
- 13) 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 progress of the institution.
- 14) They are the first to come into 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.

- 15) The staff of the library should ensure the issuance of books from time to time to the students. They should maintain a readable atmosphere in the library. They should assist in purchasing the books and have a responsibility to maintain the stock with records.
- 16) The office staff is responsible to maintain registers, records and accounts pertaining to the college.
- 17) The office staff shall collect all information, circulars, reports and other materials required by the university and the department of collegiate education and promptly reply.
- 18) 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, pay-orders should be prepared with utmost care as the same is involved in financial implications.

Code of Conduct of the Students:

The code of conduct for the students shall apply to all sorts of conduct of students within the campus and off campus mannerisms. Which 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.

- 1) All the students must uphold academic integrity, mutual respect amongthemselves.

- 2) There should not be any discrimination physical or verbal on the basis of caste, creed, race, religious belief, colour region language, disability, marital status, physical or mental disability.
- 3) Any damage caused to the college property or properties of others will be considered as punishable offence.
- 4) Wearing uniform along with ID card is mandatory.
- 5) Students should attend classes regularly and they should be on time.
- 6) Misbehavior or exhibiting disruptive attitude at the time of students' election or during any activity of the institution is not allowed.
- 7) Students are not permitted to record either audio or video of the lectures delivered in the classrooms, actions of other students' faculty or staff without prior permission.
- 8) Students are expected to be careful and responsible while using the social media. They should desist from posting derogatory comments about others of the institution.
- 9) Making audio/video recording taking photographs of any person in the premises of the college without his / her knowledge or consent is punishable.
- 10) Use of internet, computers, laptops and tabulates by the students within the college campus must be strictly restricted to academic purpose.
- 11) In general, all colleges of our association have banned mobile phones. However, being a women's college, the mobile phones are allowed for use looking to their

safety and security. However, the mobile should be switched off during college hours. The violation of the same would invite punishment.

- 12) The principle of academic integrity is required to be followed by the students while submitting projects, essays, dissertation etc.,
- 13) Copying / Malpractices during examination is prohibited. If anyone is found in indulging in copying or writing examination for someone or using unauthorized materials for the purpose of copying shall be debarred from the institution after conducting the enquiry.
- 14) Students shall not be allowed reproducing in whole or part from a report book, thesis, publication, taking material from the internet such as graphs, drawings photographs, diagrams, tables, computer programme and other non-textual materials from other sources without proper attribution.
- 15) Students shall not be allowed copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- 16) Students shall not be allowed to use materials, ideas, figures code or data or one's own without appropriately acknowledging the original source.
- 17) 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.
- 18) Consumption of junk food is strictly prohibited in the college campus.
- 19) Single use plastic products are strictly prohibited in the premises of the college.

- 20) 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:

- 1) Students should be inside the hostel Campus Maximum by 7.30 pm. Students have to record their attendance everyday between 7.00 pm-8.00 pm. in the biometric machine without failure.
- 2) Students should stay only in the room allotted to them. Staying in other rooms is not permitted.
- 3) Any Physical Mental harassment towards fellow students including ragging, quarrelling, using abusive language and violent behavior is prohibited.
- 4) Hostel is meant for facilitating studies; therefore, Silence should be maintained especially from 9.00 pm to 06.00 am. Students should not disturb other students by conducting parties, playing Music, talking loudly over mobile phones, etc.
- 5) Anyone causing damage to the hostel property will be penalized suitably.
- 6) Hostel Students should not bring any day-scholar or ex-student friends inside the hostel premises.
- 7) If a student is going out for an overnight stay, she should obtain prior permission before leaving the hostel as per procedure.
- 8) Students in the hostel are not allowed to keep air coolers, musical instruments and cassette record

players, TV, electric iron box or any other electrical equipment / gadgets unauthorized possession will lead to confiscation of the goods.

- 9) Cooking in the rooms is strictly prohibited because of fire safety reasons.
- 10) Students are personally responsible to safeguard the valuable belongings (Mobiles, Laptops and Jewelry) and students are advised not to keep large amounts of cash in their rooms.
- 11) Parent's permission is required for going out and availing leave
- 12) No guests are allowed after 7.00 pm. to meet the girls.
- 13) The hostel fee is valid only till last term end exam +5 days.

Code of conduct for staff and students about COVID-19

1. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
2. All students should wear face covers/masks and take all preventive measures.
3. May consider installing “Aarogya Setu App” in the mobile.
4. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
5. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
6. Students should follow the guidelines, advisories and instructions issued by the government authorities as well as by the university and college regarding health and safety measures in the view of COVID-19 pandemic.

