

SHARANBASVESHWAR COLLEGE OF SCIENCE

CODE OF CONDUCT

Sharanabasaveshwar college of Science is a socio- culture educational institution which pioneered the concept of education as a tool for social changes on the bedrock of Dasoha. While the focus has been on providing opportunities for formal education, there is parallel thrust on values, ethics and the meeting of social obligation. This is an institution that adopts a multipronged approach to ensure a better quality of life. It outlines its principles, policies and some of the laws that govern the activities of the college and to which our primary stake holders (faculty, staff and students) and others who represent the college must adhere to.

Campus Code of Conduct

1. Basic policy governing student life and student staff relationship

1. The college endeavors to provide a living and learning environment in which the student can meet his/her academic goals. The college provides the student a clear understanding of academic requirements which are generally communicated in its brochures.
2. The college will determine when its rules are violated to determine the appropriate course of action. By enrolling in the college, the student accepts the responsibility of compliance with the college rules and regulations and is expected at all times to recognize constituted authority, to respect the rights of others, and to protect private and public property.
3. Every student has the right to all the advantages, prestige and honors accruing to a student of this Institute.
4. We maintain composite culture atmosphere in the campus and shall be knowledgeable about and adhere to all applicable laws and statutes with respect to non-discrimination.

2. Administration

1. The Principal and Management of the College shall be responsible to direct the supervision and coordination of all student activities in the Institute.
2. Disciplinary action will be initiated by the Principal in consultation with GrievanceRedressal Cell established in the college.

3. Leave

1. Prior written permission is required from the Principal at least a day in advance while availing CL or OOD.
2. Not more than 50% of staff members in a Department will be allowed to go on OOD / CL on a particular day.
3. 15 days of causal leave can be availed in a calendar year.
4. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
5. All employees must be on duty on the reopening day and the last working day of each semester.
6. Medical Leave will be sanctioned only on medical grounds. Medical Certificate will be verified for its genuineness.
7. Maternity leave of 180 days can be availed by women teachers
8. Fraternity leave of 15 days days can be availed by male teachers

CODE OF CONDUCT FOR FACULTY AND STAFF

Teaching is a noble profession. It shapes the character, caliber and future of an individual. The teacher can inspire, hope, ignite them and instill a love of learning among the students. Every employee shall be governed by rules and regulations prescribed by the UGC under section 15 (c), KCSR and Management and is liable for all consequences in the event of any breach of rules by him / her. Besides, the teachers have to

1. Uphold the honor and dignity of the teaching profession
2. Provide an innovative and quality education to pupils.
3. Be impartial towards students.
4. Interact with the students in a friendly manner.
5. Abide by the rules and regulations of the institution.
6. Abide by the procedures to ensure student's safety.

7. Collaborate with fellow teachers.
8. Be responsible and interact positively with parents and other stakeholders in educating the students.
9. Be good counselors and facilitators.
10. Help, guide, encourage and assist students in their learning.
11. No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
12. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, for any monetary gain
13. An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The following traits are expected from the Non-teaching staff. He / She must

1. Report to duty on time
2. Remain on duty during college hours.
3. Adhere strictly to the laws and regulations of the college.
4. Respect and maintain the hierarchy in the Administration.
5. Maintain honesty, integrity, fairness in all activities.
6. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
7. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.