



**Karnatak University's,
KARNATAK SCIENCE COLLEGE, DHARWAD**

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INTERNAL QUALITY ASSURANCE CELL

CODE OF CONDUCT FOR STUDENTS

- Students joining the Institute are to be bounded by the rules and regulations of the Institute.
- Students shall maintain the dignity of the institution on/off the campus.
- Students must be polite and respectful towards teachers, non-teaching staff and fellow students.
- Ragging is a punishable offence as per UGC and Government rules. Any incident of ragging will be dealt seriously. Students indulging in such activities will be dismissed from the institute and a case will be filed with the local police authorities.
- Students must arrive to the class on time and to stay for the entire class period.
- As per the Karnatak University rules, students must fulfill 75% of attendance, failing which students will not be entertained for the examinations.
- Unfair means during examinations are strictly prohibited and students indulging in such activities will be rusticated.
- Students shall compulsorily wear the prescribed institute uniform on all working days except Wednesdays. Parents need to observe the uniform and hairstyle of their wards are in tune with modesty and dignity.
- Every student must wear Identity Card duly signed by head of the institution during his/her stay in the college premises and present it for inspection on demand.
- Students must not wait on the Institute premises while the classes are going on.
- Students must not attend classes other than their own, without the permission of respective teacher or HOD.
- It is the responsibility of the students to read the notices displayed regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
- Keeping cleanliness and maintaining beauty of the campus is mandatory. Waste should be disposed only in the designated places.
- Breaching disciplinary action by way of damaging the property of the institution is punishable.
- Talking unnecessarily and other disruptive behaviors are not permitted in the class room while classes are in session.
- Smoking and consumption of alcohol is strictly prohibited on the campus and failing which necessary action will be initiated.
- Food and beverages are not permitted in laboratories and classrooms. Those must be consumed in notified areas only.
- When the students meet teachers within or outside the campus, they will greet him/ her as a mark of respect.
- Students must give their fair feedbacks on teachers/curriculum/facilities available in the institution whenever they are asked.
- Students must inform their parents to give their fair & frank feedback on curriculum/facilities in the institution.
- Students must inform their parents to attend parents meet regularly conducted by the institution.
- Political activities and meetings are strictly prohibited on the campus, and if any student found indulging in such activities will be rusticated.
- Strict silence must be observed in reading room and Library.
- Students are expected to spend their free time in the library. They should not litter along the corridor

or crowd along the passage.

- Students should address faculty members in a dignified way such as "Sir or Madam".
- No society or Association shall be formed in the Institute without Principal prior permission.
- No student shall collect any money or contribution towards picnic/tour (outside the curricula), charity or any other activity without prior sanction of the Principal.
- Prior permission from the Principal is required to take part in inter – collegiate competitions.
- No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
- Students should not leave their books, valuables and other belongings in the classrooms/laboratories/library. Institute is not responsible for the loss of belongings.
- Using un-parliamentary words to the fellow students and teachers is strictly prohibited.
- Continuation of scholarships/fellowships/any financial benefits is subjected to the condition of good conduct, regular attendance and satisfactory progress of the students.
- Students must not associate themselves with any activity not authorized by the Institution. Necessary action will be initiated if students found organizing or participating in such unauthorized activities.
- Every student has to participate in co-curricular activities offered by the institute.
- Use of cell phones in the class rooms/laboratories/library is strictly prohibited.
- Students must park their vehicles in the notified area in the campus.
- Bike race / car race / or similar activities shall not be permitted inside the campus.
- Any type of vehicles shall not be used during celebrations inside the campus.
- Students must enroll themselves as an alumnus before leaving the institution and keep informing the institute regularly about their progression.
- The Principal is the ultimate disciplinary authority in the institute.
- Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

Code of conduct for Teachers, official & support staff

- Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
- Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
- A teacher shall be required to maintain the scheduled hours of work during which he /she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Director in writing, through the concerned Head of the Department, or the Director directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
- No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
- No teacher shall make any statement, publish or write through any media which haseffect of an adverse criticism of any policy or action of the Institute.
- No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
- A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
- A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
- No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.

- No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him / her. Violation of this rule will lead to removal from the service of the institution.
- Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
- Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
- . An teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
- No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
- . All the teachers shall handover their original certificates like SSC, Intermediate, Diploma, MCA, MBA, MBM, M. Sc, PhD etc. to the Director at the time of joining duty.
- The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
- Internal assessment is part of the evaluation. Please check the marks displayed on the notice board.
- The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
- Be on time for your lectures and practical. Be punctual.
- Respect the organization goals and help to achieve them.
- Staff members shall follow the directions and instructions properly given Director and HODs.
- Lunch break only one hour.
- Establish a politeness policy for basic manners.

- Teach students the importance of thinking of others; write thank-you notes.
- Respect your fellow workers.
- Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
- Learn to own your mistakes
- Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
- Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
- In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.