



K.L.E. Society's
SHRI KADASIDDHESHWAR ARTS COLLEGE AND
H. S. KOTAMBRI SCIENCE INSTITUTE
VIDYANAGAR, HUBBALLI-580031 (Karnataka State)
Accredited at 'A' Grade with 3.18 CGPA by NAAC

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CODE OF CONDUCT FOR STUDENTS

Purpose and Scope

KLE Society's S.K. Arts College and H.S.K. Science Institute, Hubballi is committed to the pursuit of excellence in teaching, learning and community engagement.

The individuality of the Institution is built with the discipline and harmony in the functioning. Certain policies are framed and communicated to all the elements to strike the balance between freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

All the students, as members of KLE Society's S.K. Arts College and H.S.K. Science Institute and as responsible citizens of the state, are required to observe all the rules that are proposed under code of conduct of the college.

Code of Conduct for Academics

1. Students are expected to actively take part in learning process and maintain the regular attendance as per university and Institute norms i.e. 75% in all the courses.
2. Students should be present in the respective classroom in time.
3. Students must complete assignments, tests and other classroom activities given by the faculty on time.
4. Students must practice academic honesty in the preparation and participation in all the components of the CIA and Semester examinations.
5. Students should not possess or use any unauthorized aids in any academic test or examination conducted by the college or the University.
6. Students must schedule any academic discussion with the teaching faculty during office hours.
7. Students must not engage in plagiarism or any other academic misconduct.

Code of Conduct in Classroom, Library and Laboratories

1. Students must wear College Uniform and Identity card in the campus.
2. Students should dress in a manner that is appropriate for an academic environment.
3. Students must switch off their mobiles in the classroom.
4. Students must not take photographs, audio recording or video recording the activities of the class without the permission of the faculties.
5. Students must maintain cleanliness in their classrooms.
6. Students must not engage in destruction of any of the properties in the classroom.
7. Students must respect their classmates and staff both male and female with dignity.
8. Students must follow the instructions of the respective laboratories and Library.
9. Students should not harm the property in the labs and library.
10. Students should follow Do's and Dont's in Classrooms/Library and Laboratories.

Conduct Outside the Classroom

1. Students must not involve in ragging.
2. Students must not engage in gender discrimination or any form of sexual harassment or misconduct.
3. Students must use all the facilities and property of the college with at most care and responsibility.
4. Students must actively take part in all the cultural and sports activities in the college.
5. Students must not use obscene language or engage in threatening behaviour that will cause any individual fear for their personal safety.
6. Students should not engage in any form of defamation of any staff or student. They must not post any derogatory comments on social media about any individuals of the college.
7. Students must not participate in any academic, religious or cultural activity of the college under the influence of alcohol or other drugs.
8. Students must not use the name, resources or the reputation of the college for private gain or the gain of a third party or private business or commercial purpose without permission.
9. Students must not engage in any fraudulent, corrupt or unlawful conduct inside or outside the campus.
10. Students must interact ethically with other students and staff in and out of the campus.
11. Students must not engage in any written, verbal, physical act that can cause physical or emotional disturbance or harm to other students or staff.

12. Students must not create excessive noise that disturbs the activities of classes, office or other academic or any activities of the college.
13. Students must behave properly during field visits, educational tours and extension activities.
14. Students must maintain the boundaries of professional relationship between staff and student on the campus and online.
15. Fireworks, Explosives, Weapons or items of destruction are strictly prohibited.

Any student of the College aggrieved by any acts of misconduct or harassment can approach the coordinators of the Welfare committees, Heads of the Departments and Principal of the College.


IQAC Coordinator
K.L.E. Society's
S.K. Arts College and H.S.K. Science Institute
HUBBALLI – 580 031




PRINCIPAL,
Shri Kadasiddheshwar Arts College &
H.S. Kotambri Science Institute, Hubballi-31

CODE OF CONDUCT FOR NON-TEACHING STAFF/EMPLOYEE

The term employee includes non-teaching staff and other staff which come under this purview.

General Rules

- All the Employees shall, at all times, be devoted to his/her duties and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution.
- An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviours should be commendable.
- An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- The employee shall not be absent from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave or special casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave or special casual leave shall apply for leave before actually proceeding on leave to the college authorities.
- Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and maintenance of service records of all employees and periodic updating.
- No employee shall leave the station without the prior permission from competent authority.
- Whenever leaving the station, an employee should inform the Head of the Department to which he/she is attached, providing the address where he/she will be while on leave.
- Conducting or participating or supporting or instigating any faculty staff/students/others directly or indirectly on any religion/caste/racial/tribe/sex/untouchability based activities, is strictly prohibited on the part of any employee either in the College premises or elsewhere.

- An employee cannot refuse to receive any communication of any type from his/her controlling officer or a competent authority.
- A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.
- No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the competent authority may determine.
- No college employee shall engage him/herself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
- Inappropriate relationship with the students must be avoided.
- Staff working in Department labs/Computer labs/Instrumentation Labs should maintain cleanliness.
- No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assisting any manner any political movement or activity.
- No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body or local authority.
- No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- An employee who is appointed as a member of any duly constituted committee of the College must attend all meetings of such committees.
- If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to the Head/Chairman of the Committee or to the Principal stating the reason for his/her absence.

- Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel and shall not forward advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, refused relief, the disposal of the matter is delayed by more than two months.
- All the employees should dress in a manner that is appropriate for an academic environment.
- The staff should wear their identity cards on the campus.
- Behaving politely while dealing with the students when they approach for any assistance maintaining decorum.


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CODE OF CONDUCT FOR TEACHERS

Purpose, Scope and Status

K.L.E. Society's S.K. Arts College and H.S.K. Science Institute, Hubballi is striving for academic excellence and progress of Arts and Science. Education, research and extension have been conducted in conformity with our national needs and priorities and ensure that our mission, objectives, talents makes befitting contributions to international endeavour on social needs.

The Code sets out the principles of good conduct and practice for the teachers in K.L.E. Society's S.K. Arts College and H.S.K. Science Institute. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

The code is intended to encourage the staff to adopt an informed approach to their teaching and its contexts and reflect on the good and correct practices as professional teachers. Staff shall endeavour to be a role model and shall act within the community in manner which enhances the prestige of the profession and the Institution and as a whole up to the expectation of the stakeholders.

It is intended to guide faculties practice judgements and decisions and inform parents and the community of these standards. It also informs the community of the standards expected of teachers.

1) Professional Integrity

Members of the Teaching Profession shall;

- Base their relationship with students on mutual trust and respect.
- Respect the uniqueness and diversity of the learning community.
- Have concern for the safety and welfare of students under their responsibility.
- Be in the college and respective Classes on Time.
- Act with honesty, integrity and fairness and avoid biased behaviour.
- Work in a collaborative manner with colleagues and other professionals.
- Uphold public trust and confidence in the teaching profession.
- Take responsibility for maintaining the quality of their professional practice.
- Conduct academic and examination related tasks with integrity and in compliance with official regulations and procedures.
- Wear their identity cards on the campus.

- Actively take part in all the programmes of the College.
- Develop and maintain good relationships with the management, parents, guardians and other stakeholders.
- Maintain Dress code in the campus which is appropriate for an academic environment.
- Not participate in any academic, religious or cultural activity of the College under the influence of alcohol or other drugs.
- Observe policies and procedures issued at College or national education level, regarding the use of property facilities, finances and ICT in their educational setting.
- Represent themselves, their experience, professional position and qualifications honestly only disclose confidential information within the parameters allowed by legislation.

2) Professional Relationships with students

Members of the teaching profession shall;

- Maintain professional ethics with students inside and outside the Campus.
- Maintain decency while handling students of opposite sex.
- Maintain professional distance from the students.
- Avoid inappropriate communication with the colleagues and students.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Deal justly and impartially with students irrespective of their caste, religion, political, economic, social and physical characteristics.
- Inculcate among students scientific outlook and respect for physical labour and idol of democracy, patriotism and peace.

3) Professional Relationship with colleagues

Teachers should;

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Help junior colleagues and those in training and induction in all possible ways.

4) Teachers and authorities

Teachers should;

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5) Professional Relationship with Non-Teaching Staff

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational Institution. And
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

6) Relationship with Parents/Guardians

Teachers Should;

- Demonstrate respect for diversity when dealing with parents, guardians in their capacity as partners in the educative process.
- Engage and work positively with the parents of students as far as possible in an open and respectful way.

7) Relationship with Public

Teachers should;

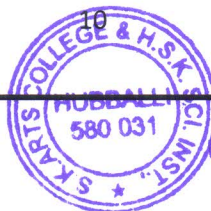
- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for National integration.

8) Workload Norms and Leave

- The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College.
- A relaxation of workload may, however, be given to Professors who are actively involved in administration and extension activities.
- A minimum of 6 hours per week may have to be allocated for research activities of a professor.
- Not more than 25% of the staff members in a department will be permitted to avail OD/ RH/CL on a specific day. Half a day CL will not be sanctioned.
- CL combined with holidays should not exceed 10 days.
- Reporting to duty on the re-opening day /last working day in a semester is mandatory.


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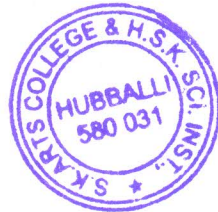

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CODE OF CONDUCT FOR HEADS OF THE DEPARTMENT (HoD)

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference etc.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International/Indian Journals/Conferences.
- The Head of the Department should arrange for feedback responses from the students and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.


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CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International/Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
 - ✓ As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws.
 - ✓ Meets or exceed Institute standards and any weaknesses.
 - ✓ Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.

- The Principal should forward confidential report of all staff members of the Institute to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Management.


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