



B.V.V.Sangha's
**Basaveshwar Commerce College,
Bagalkot**



Accredited at "B⁺⁺" Grade by NAAC

**(AFFILIATED TO RANI CHENNAMMA
UNIVERSITY, BELAGAVI)**



***STUDENT'S HAND BOOK ON
HUMAN VALUE AND CODE OF
CONDUCT
2021-22***

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CHAPTER-I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/Guardian of the students' and with the written consent of the management
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

IDENTITY CARD

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his/her Library Card for Home Lending from the Library.
- I-Card will be available a week after he / she produces his / her Passport size photographs along with Admission Receipt.
- The student should collect his / her Identity Card within 30 days from the date of admission.
- The student should carry the I-Card with him / her regularly and the I-Card should be produced when demanded by the authorized persons of the Institute.

- At the time of issuing a book, the I-Card must be presented along with the Borrowers card. Without I-Card the student may be refused to use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.
- Every Student should make signature in the register kept in the library during his/her every visit.

HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

COVID-19

- Students should wear Face Mask Compulsory in the Campus.
- Hand Sanitization is Compulsory.
- Students have to Maintain Social Distance.
- Thermal Screening is Compulsory.
- Two dose Vaccination Compulsory.

DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly except Wednesday and Saturday.
- Students are expected to wear formal dress while on college campus.

MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

Ragging is a criminal offence as per the supreme court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act,1983[Karnataka Act No.1 of 1995]

PUNISHMENTS AGAINST RAGGING

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following :

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the institution for a period, ranging from 1 to 3 years
- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period & fine of Rupees 25,000/-

ACADEMIC DISCIPLINE

- Student should be regular in attendance for all periods during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the term – work such as Journals, Assignments and Projects.

COMPUTER LAB

- The computers in the labs have been set up in such a way as to be used by multiple users having differing needs. Do not change or interfere with the configuration of the computers.
- Software downloaded from the Internet is not to be installed on any lab computer for any purpose.
- Attempting to damage or destroy information on the computers will not be allowed.
- You are expected to leave your computer workstation in the same condition as you found it. This includes putting chairs back in place and logging out when you leave.
- The computer labs are an academic resource. As such, please respect the needs of others by not monopolizing the computers for non-academic use.

EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam hall: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university.

GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

CHAPTER-II
INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Staff should show no partiality to any segment / individual student.

LEAVES

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of B.V.V.Sangh'a and Department of Collegiate Education.

COVID-19

- Students should wear Face Mask Compulsory in the Campus.
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CHAPTER III

CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- Every Faculty Member should maintain academic record book.

CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - Engaging students in their learning
 - Working to achieve high level outcomes for all students
 - Engaging in reflective practice and developing their professional knowledge and teaching skills
 - Supporting the personal and professional development of others

- Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
- Assisting in developing and mentoring less experienced staff members
- Accepting responsibility for their own professional learning and development.

APPRAISAL REPORT

- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

CHAPTER IV

CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

ACCOUNTANT

- Accountant should prepare, examine and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

- Ensure the eligibility of the students and prepare related documents to submit them to Rani Channamma University, Balagavi within prescribed time limit.
- Ensure timely submission of examination forms to Rani Channamma University, Belagavi
- Ensure caste certificate/caste validity from concern divisional office.
- Provide all necessary student data to prepare various committee reports

LAB INSTRUCTORS

- Lab instructor should help the lab in-charge to carry out the lab related work.
- Lab instructor should maintain attendance register
- Lab instructor should keep the setup ready before conduct of the practical.
- Lab instructor should ensure the cleanliness of Computer labs.

CLARK

- Clark should maintain service book of all staff of the Institute.
- Clark should maintain college level/department level all document files.

PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of Computer labs, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

CHAPTER V

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- 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 ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
- Head of Department/ Professor 8 hours / week
- Associate Professor 12 hours / week
- Assistant Professor 16 hours/week.
- 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 weekly 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.
- 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.

CHAPTER VI
CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic Programs 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 provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
 - As it seems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds 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 Programs 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 Programs 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 and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative Programs to the various committees and Management.

CHAPTER VII
PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.