

VEERASHAIVA VIDYAVARADHAKA SANGHA, BALLARI

VIJAYANAGAR COLLEGE, HOSAPETE

VIJAYANAGAR-583201

REACCREDITED BY NAAC WITH B⁺⁺

(AFFILIATED TO VSK UNIVERSITY, BALLARI)



HAND BOOK OF CODE OF CONDUCT

(CODE OF CONDUCT, PROFESSIONAL AND HUMAN VALUE FOR THE
STUDENTS, TEACHING AND NON-TEACHING STAFF)

PREPARED BY
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

PREAMBLE

Institution formulated a Code of Conduct (Values and Ethics) to enhance the overall development of the professional ethics of teachers and the responsibility and morals of students. Value and ethics are the two faces of the coin, which are crucial to follow in the institution to promote professional and academic integrity. The high quality and supermassive of the institution are dependent on academic performance, morale, and conduct of students.

This code of conduct aims to make every individual's behavior properly and follow the rule and regulations bonded to an institution and make the institution achieve its vision and mission at a high level. All the students, teaching, and non-teaching staff are supposed to follow the code of conduct bonded by the institution.

VISSION

- To create an opportunity for the students and teachers to envisage and adopt innovative ways of teaching-learning.
- To impart quality education through different motivational skills and using technological innovation.
- To help acquire the social values and moral virtues and responsibilities to modulate and guide the lowest cadre of the society.

- To maintain high-quality education for the needs of the region and community.
- To create technical skills and value-based education.

MISSION

- Provide the students centric education for the excellency.
- Education to create the young generation towards the responsible citizen.
- Improvement towards the bluing up of capability and adaptability in technical skills to meet the new challenges.
- Social responsibility in terms of efficiency, high-quality education, equality, continuous improvement, and innovation in all aspects of individual life.
- Collaborative learning, sharing, and caring for each other.
- Continuous working on Skill oriented development to meet national and international standards.

HUMAN VALUES

Human values are **the virtues that guide us to consider the human element when we interact with other human beings**. Human values are, for example, respect, acceptance, consideration, appreciation, listening, openness, affection, empathy, and love towards other human beings [1].

IMPORTANCE OF HUMAN VALUES

1. Helping each other (learn, to be learned)
2. Proper understanding of "**Right and wrongs.**"
3. We are providing the proper guidance on behaviors, attitudes, and ethics.
4. It is respecting each other, culture, customs, and tradition.
5. We are maintaining peace and harmony among ourselves.

HANDBOOKS FOR STUDENTS:

Every year institute provides a handbook or prospectus to newly admitted students. They were made aware of the college's vision and mission, including detailed information about V V Sangha Ballari and the institution. It provides information about the institution's college facilities, faculty, infrastructure, and achievements.

CONDUCT AND DISCIPLINE OF STUDENTS:

Institute and IQAC have a greater responsibility in building responsible citizens in society. We have greater accountability for developing sound character and expect them to be good conduct in and around the campus. Prepare the students not only in academician quality we focused on preparing students to highest standards of behavior, kindness, helpfulness, and tolerance in any situation.

The following rules were expected to be followed by the students.

1. The students shall obey all the rules and regulations made by the institute and the respective departments to conduct themselves with greater discipline and decorum on college premises.
2. Every student has to regularly attend the classes and practicals with more remarkable punctuality and responsibility.
3. Students are expected to follow their respective classes' dress code, speak a decent language, and with good behavior.
4. Students should always carry their College ID cards and Govt. ID Card (optional) during college hours (If they misplace or lose their ID card, the institute college immediately gets replaced).
5. Smoking, drugs, alcohol, and alcoholic products are strictly prohibited on the college premises if any behavior is punishable (reported to higher authorities).
6. Maintain a high level of discipline when the teacher is inside the classroom.

7. When every class is in session, students are not supposed to enter or leave the course without prior permission of the respective teacher.
8. Students are not supposed to move here and there during the sessions.
9. After completing the period while moving from one class to another class by corridor or stairs, students are expected to keep themselves left side in a line.
10. Students make use of the library whenever classes are not commenced.
11. Girls have separate restrooms below the conference hall.
12. Every student is expected to handle college properties with respect and care, and they have all right to use them with dignity.
13. When every student is free, students can use the library, sports, and gym.
14. Any articles damage made by any student, either he has to pay the penalty or replacement will be done.
15. Inside the premises, political or communal activities are sterically banned.
16. No students shall address any gathering or functions on the college premises without the special permission of the principal or HOD's/Coordinators. The violation of this rule will be liable for the punishment.
17. The college student union election or class representative selection will be held in a non-political manner and it has to bring the notice of the principal or HOD's/Coordinators.

18. No rallys, loudspeakers, megaphones, etc., should not be used on the campus premises without prior permission.
19. Indecent behaviors/ragging/ teasing/ using abusive words towards juniors or the opposite sex is not tolerated if some activity is brought to the notice of the principal or chairman or HODs or coordinator or any teaching faculties. Such conduct bad conduct is seriously considered. Such matters will be immediately reported to higher authorities and followed by the police station.
20. As per the direction of the honorable supreme court of India, Govt. of Karnataka, and relevant instruction of VV sangha, VSKU, and UGC, an anti-ragging committee and cell are formed in the college.
21. Students are not allowed to bring outsiders or friends to the campus without having prior permission.
22. Our college is a plastic-free and tobacco-free campus, so these materials are strictly banned.
23. Attain the college function, co-curricular and extra-curricular activities with more extraordinary spirit and enthusiasm, make the college proud and honored.
24. No tour, excursions, picnics, or pleasure trips are allowed themselves, and prior permission is required to conduct such a program.
25. Students are expected to conduct themselves, respect each other, maintain peace and harmony, and maintain the institution's reputation.

CODE OF CONDUCT FOR TEACHERS

All the teaching faculty members are expected to display their outstanding role models with good conduct in and around the campus. Teaching fraternity acts as parent, mentor, and role model to the students. The following are code of conduct for the faculty member as follows:

1. All the faculty members are must occupy a high level of professional ethics, punctuality, dignity, and honesty.
2. The permanent faculty must read and obey the rules and regulations of VV sangha Ballari and KCSR Govt. of Karnataka.
3. The faculty appointed in the institution will be on probation for two years from the date of joining, subject to the approval of the DCE (Department of Collegiate Education Govt. of Karnataka).
4. All faculty members display their duties efficiently and effectively as per the norms laid by VV sangha Ballari, VSKU Ballari, DCE Bangalore, and UGC from time to time.
5. The guest faculties are appointed to the institution will be temporary; they must follow the rules and regulations are bonded by VV sangha Ballari.
6. Every faculty should report to the college 10-15 minutes before college commencement.
7. Attendance and biometrics are mandatory for both permanent and guest faculty.
8. All the faculty members should actively participate in academic, administrative, and NAAC activities.

9. All faculty members should prepare a lesson plan, logbook, notes, PPT, and academic-related files well in advance, and the same has to be documented in the respective department.
10. All faculty members must be involved in various activities and take responsibility for achieving our college vision and mission.
11. All faculty members are responsible for conducting the regular classes and practicals allotted by the departments and completing them in time.
12. Every faculty work together and maintain the standard of college without laying down it any coast.
13. Every faculty member shall conduct with absolute dignity and decorum in dealing with students, colleagues, and parents.
14. No faculty member shall by act or deed degrades, harass or insult any person under any circumstance, which is not acceptable.
15. Department HODs have to submit and give IQAC related documents such as the calendar of events, plan of action, action taken report, mentor-mentees, etc., at the beginning of the new academic year.
16. Faculty members should not allow consideration of caste, creed, religion, race, or sex in professional understating.
17. Any faculty member's violation of the code of conduct is subjected to disciplinary action, show cause notice, and a memo from the management.

CODE OF CONDUCT FOR NON-TEACHING STAFF

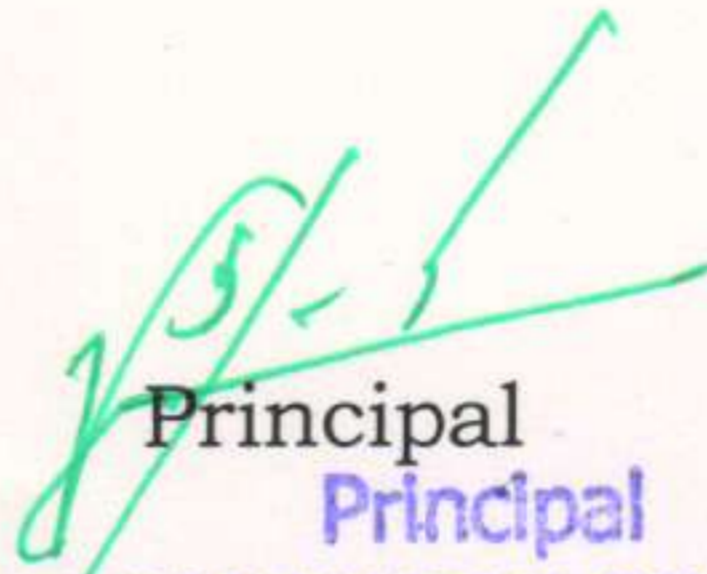
1. All non-teaching staff in the institution do their duties sincerely, effectively, and respectfully as per the rule and regulations.
2. All staff members display their highest possible standard of professional behavior towards work, students, and other staff members.
3. All staff members should be punctual and disciplined towards their work.
4. All staff members should maintain decorum, appropriate loyalty, and confidentiality concerning college, students, and staff documents.
5. All staff members should cooperate with higher authority, students, and faculty members.
6. All staff members should respect the right and opinions of others.
7. All staff members should renounce any form of harassment, sexual assault, or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
8. Violations of the code of conduct by any staff are subject to disciplinary action from the management.

REFERENCES :

1. https://www.google.com/search?q=Human+value&rlz=1C1CHBF_enIN860IN860&oq=Human+value&aqs=chrome..69i57j35i39j0i433i512j0i512l7.5064j0j7&sourceid=chrome&ie=UTF-8.



IQAC Coordinator
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Principal
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VIJAYANAGAR COLLEGE
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Chairman
Chairman
Governing Body
Vijayanagar College, Hospet