



SRI SHARADA COLLEGE

Managed by Sri Sharada College Trust, Basrur

Reaccredited by NAAC: B++ and Affiliated to Mangalore University

Basrur – 576 211, Udupi District, Karnataka

Code of Conduct for Students

The college website has a dedicated section mentioning the code of conduct that the students are expected to follow. Violation of any of the following rules and regulations specified will lead to disciplinary action taken by the authorities against the concerned student.

1. Students are expected to maintain a good environment conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any religion/caste/creed etc.
2. Each student should carry his/her identity card inside the college which should be exhibited on demand. In case of loss of Identity Card Rs.60/- will be charged for issuing the duplicate Card.
3. No outsider is to be entertained inside the college premises without the prior permission from authority /teachers/staff.
4. The college campus is to be kept clean and the garbage bins have to be used for waste disposal.
5. Students should not gather or loiter unnecessarily in the corridors.
6. Lights and fans have to be switched off before leaving the classroom to save energy.
7. It is the responsibility of each student to look up the notice board regularly to remain updated. Ignorance about the notices cannot be an excuse in any case.
8. For long and repeated absence on medical ground, students have to submit the prescription and certificate of a Registered Physician.
9. Students must be present in the class within the scheduled time.
10. Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.
11. Ragging, in any of its forms, is strictly prohibited inside and outside the college premises. Strict action (even rustication) would be taken against anyone found guilty in this matter (UGC Regulation 2009).
12. Students' behaviour towards the teachers, non-teaching staff and other students should be decent and humble. Arrogant attitude or rude behaviour shown towards any would be considered condemnable and punishable as well.
13. The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.
14. Consumption of tobacco in any form (cigarette, Gutkha) is strictly prohibited inside the college premises. Anybody found in such act would be penalized.
15. Use of mobile phone/tablet/similar electronic gadget is strictly restricted inside the classroom/examination hall, library, laboratories and corridors. Violation of this rule may be followed by a penalty.
16. Students must dress themselves in a simple and decent manner.
17. Students must carry the Lending & Reference - cards with him or her to get the books issued / return.

18. Students are not permitted to use anyone else's Lending & Reference cards.

CODE OF CONDUCT FOR TEACHING STAFF

1. GENERAL :

1. Every employee shall at all times-

- (i) Maintain absolute integrity
- (ii) Maintain devotion to duty and
- (iii) Do nothing which is unbecoming of an employee of an educational institution.

2. (i) Every employee holding a supervisory post shall take all possible step to ensure the integrity and devotion to duty of all employees for the time being under his control and Authority.

(ii) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him , act otherwise than his best judgement except when he is acting under the direction of his official supervisor and shall, where he is acting under such direction , obtain the direction in writing where practicable , and where it is not practicable to obtain the direction in writing , he shall obtain written confirmation of the direction as soon thereafter as possible.

2. PROFESSIONAL DUTIES

1. Every employee shall :

- (i) Be punctual in attendance in respect of his work and any other work connected with the duties assigned to him by the head of the institution .
- (ii) Abide by the rules and regulations of the institution and show due respect to constitutional authority.

2. No employee shall,

- (i) Knowingly or willingly neglect his duties.
- (ii) While on duty in the institution , absent himself (except with the previous permission of the head of the institution) from the institution.
- (iii) Remain absent from the institution without leave or without the previous permission of the head of the institution.
- (iv) Go outside the campus during working hours without the permission of the Head of the Institution or without recording in the Movement Register except during lunch break
- (v) Show sustained neglect in taking classes, correcting class-work or home work done by the students.
- (vi) Indulge in, or encourage , any form of mal-practice connected with examinations or any other school activity.
- (vii) Accept private tuition other than in accordance with the same conditions and restrictions as are applicable to a Government teacher.
- (viii) Prepare or publish any book or books or assist for publication , whether directly or indirectly, in their publication without the permission of the management.

3. COMMUNAL ACTIVITY

No employee shall.

- (i) Practice, propagate or incite any student to practice and propagate casteism, communal and sectarian activity or untouchability.
- (ii) Differentiate any person on the ground of caste, creed, language, place of origin, social and cultural background of any of them.

4. BEHAVIOUR IN PUBLIC

No employee shall :

- (i) Misbehave with or ill-treat any parent, guardian, student, teacher or other employee of the institution.
- (ii) Behave or encourage or incite any student , teacher or other employee to behave in a rowdy or disorderly manner in the premises of the institution.
- (iii) Indulge in any violence , or any conduct which involve moral turpitude.
- (iv) Organize or attend any meeting during the hours of the institution except when he is required or permitted by the head of the institution to do so.
- (v) Cause or incite any other person to cause, any damage to college property.

5. TAKING PART IN POLITICS AND ELECTIONS

- (i) No employee shall be a member of , or be otherwise associated with any political party or any organization which takes part in politics nor shall be take part in , subscribe in aid of , or assist in any other manner, any political movement or activity.
- (ii) it shall be the duty of every employee to endeavour to prevent any member of his family from taking part in , subscribing in aid of or assisting in any other manner any movement or activity which is , or tends directly or indirectly to be, subversive of the Government as by law established and were an employee is unable to prevent a member of his family from taking part in , or subscribing in aid of or assisting in any other manner, any movement or activity , he shall make a report to that effect to the management.
- (iii) no employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to nay legislature or local authority.

6. JOINGING OF ASSOCIATION BY THE EMPLOYEE

No employee shall join or continue to be a member of an Association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

7. DEMONSTRATIONS AND STRIKE

No employee shall engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India , the security of the state , friendly relationship with foreign countries, public order, decency or morality, on which involves contempt of court, defamation or incitement to an offence.

8. CRITICISM OF THE GOVERNMENT

No employee shall , in any radio broadcast /TV relay or in any document published in his own name or anonymously or in the name of any other person in any communication to the press or

in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any policy or action of Government of Karnataka or Central Government or any other State Governments.

9. SUBSCRIPTIONS

No employee shall except with the previous sanction of the management ask for or accept contributions to , or otherwise associated himself with the raising of any collections in cash or in kind in pursuance of any object whatsoever.

10. ACCEPTING FEES AND DONATIONS

No employee may accept any fees for any work done by him for any public body or any private person without the general or specific permission from the management. No employee may accept donation of any kind for the college without specific permission from the management.

11. BIGAMOUS MARRIAGE

- (i) No employee who has a wife living shall contract another marriage without first obtaining the permission of the management not withstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (ii) No female employee shall marry any person who has a wife living without first obtaining the permission from the management not withstanding that such subsequent marriage is permissible under the personal law for the time being applicable to her.

12. CONSUPTION OF INTOXICATING DRINKS AND DRUGS

An employee shall –

- (i) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.
- (ii) Take due care that the performance of his duties is not effected in any way by the influence of any intoxicating drinks or drugs.
- (iii) Refrain from consuming any intoxicating drink or drug in a public place.
- (iv) Not appear in a public place in a state of intoxication.
- (v) Not habitually use any intoxicating drink or drug to excess.



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