

|| JAI SRI GURUDEV ||



Sri Adichunchanagiri Shikshana Trust (R.)

SRI ADICHUNCHANAGIRI FIRST GRAD COLLEGE

Kuvempu Road, CHANNARAYAPATNA-573116 :: Hassan District

Permanent Affiliated to Hassan University

Accredited with "B+" Graded by NAAC

Phone : 08176 252266

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Code of Conduct

To support the College's Vision and Mission, inculcate morals, and provide high-quality education with a blend of values in order to mould and change each student's life with holistic development and make them become morally upright and socially conscious adults. The institution's code of conduct for all internal stakeholders ought to address the following.

CODE OF CONDUCT - TEACHING STAFF

All faculty members are obliged to abide by the institution's code of conduct, which is as follows:


- Abide to the norms set by the Management and College, follow institutional rules and strives towards the Academic Excellence.
- Formal Attire and wearing ID cards are compulsory on campus at all times.
- Biometric punch in and punch out must be as per official timings and signature is compulsory in attendance register.
- Engage both academic and non-academic work allotted as per regulatory authorities and institution.
- Upload moral, ethical and cultural values to students all actions
- Teaching in class room should reach out to both slow learners and advance learners through innovative teaching pedagogy.
- Work dairy must be maintained regularly and signed by Head of the Department and a Head of the Institution.
- Any other additional responsibility assigned should be taken up, as and when required.

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- Official documents must not be forged or altered and confidentiality must be maintained and should not be shared to with any parties without due permission.
 - Leave of any nature must be availed with prior permission from the Head of the Institution.
 - Proper maintenance and appropriate utilization of Infrastructure facilities is expected.
 - Damaging the Institution reputation by posting or commenting any form of social media is strictly prohibited.
 - Vehicles must be parked within the campus parking area.
 - Clean Green Initiatives must be mandatorily followed and protect the Environment.

Code of Conduct for Non-Teaching Staff:

All the Administrative and Supporting Staff are expected to adhere to the below code of conduct of the Institution:


- Abide to the norms set by the Management and College, follow institutional Hierarchy and strives towards the quality.
- Formal Attire and wearing ID cards are compulsory on campus at all times.
- Biometric punch in and punch out must be as per official timings and signature is compulsory in attendance register.
- Administrative staff is expected to demonstrate professionalism at all times, including punctuality, appropriate workplace attire, and a commitment to their duties.
- Staff should exhibit a positive attitude, respect deadlines, and perform their responsibilities with diligence and accuracy.
- Administrative staff must maintain the confidentiality of all sensitive information related to students, faculty, and institutional matters.
- Personal or proprietary information obtained in the course of their duties should not be disclosed without appropriate authorization.
- Staff members must treat all individuals—students, faculty, colleagues, and visitors—with respect, fairness, and courtesy.
- Leave of any nature must be availed with prior permission from the Head of the Institution.
- Proper maintenance and appropriate utilization of Infrastructure facilities is expected.

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- Damaging the Institution reputation by posting or commenting any form of social media is strictly prohibited.
 - Vehicles must be parked within the campus parking area.
 - Clean Green Initiatives must be mandatorily followed and protect the Environment.

CODE OF CONDUCT FOR STUDENTS

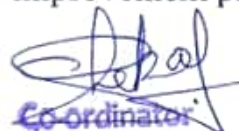
All students must abide by the code of conduct below, which was developed by the institution.

- After admission to the college, each student must obtain an identity card stamped and duly signed by the principal, keep it with him/her and produce whenever asked upon.
- Students should be regular and punctual.
- Students should not use cell phones inside the college premises. Disciplinary action will be taken against those not following the guidelines.
- Ragging is banned inside the college premises. The anti ragging cell of the college, along with the authorities, will take action against those indulging in ragging.
- Students should not misuse, damage and mishandle any property of the college. Penalty will be imposed on those who are found to be guilty.
- Students should not loiter along the corridor or passage during free hours.
- The use of alcohol, drugs, cigarettes, tobacco and plastic in the college premises is prohibited.
- The students should be respectful and humble to both teaching and non teaching staff.
- Students shall not collect money amongst themselves without prior permission of the principal for the conduct of any educational or cultural activities.
- Students shall not damage or disfigure the walls, doors, furniture and any other property of the college. The damagers shall have to pay for the damage caused to the college property.
- The examinations will be conducted as per the rules and regulations of the University of Mysore. Actions will be initiated against the students using unfair means while writing the examinations.
- Students are allowed to bring their vehicles only up to the designated parking area. Entry beyond that area is strictly prohibited.

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- Students should use library and sports facilities available in the college to enhance their mental and physical capabilities.
 - Students should comply with all rules and regulations of the college. Students who are responsible for violation of code of conduct should comply with all disciplinary actions imposed by the college.

Responsibilities:

- The Head of the Institution along with Discipline monitoring committee will jointly plan, design and roll out Code of Ethics.
- The Head of the Institution along with Discipline monitoring committee will be responsible for ensuring discipline and protecting
- Discipline monitoring committee and the IQAC will be responsible for reviewing the policy every two years. The objective will be review and evaluate the impact and effectiveness of code of ethics followed by designing improvement plans.



Co-ordinator
IQAC
S. A. F. G. College
Channarayana-57314
Hassan Dist.



Principal
Sri Adichunchanagiri First Grade College
Channarayana