



VALABALLARY CHANNABASAVESHWAR EDUCATION SOCIETY'S
ARTS AND COMMERCE COLLEGE
LINGASUGUR-584122

CODE OF CONDUCT FOR FACULTY AND STAFF

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Every employee shall be governed by rules and regulations prescribed by the UGC under section 15 (c), KCSR and Management and is liable for all consequences in the event of any breach of rules by him / her. Besides, the teachers have to –

- ✓ Uphold the honor and dignity of the teaching profession
- ✓ Provide an innovative and quality education to pupils.
- ✓ Be impartial towards students.
- ✓ Interact with the students in a friendly manner.
- ✓ Abide by the rules and regulations of the institution.
- ✓ Abide by the procedures to ensure student's safety.
- ✓ Collaborate with fellow teachers.
- ✓ Be responsible and interact positively with parents and other stakeholders in educating the students.
- ✓ Be good counsellors and facilitators.
- ✓ Help, guide, encourage and assist students in their learning.
- ✓ Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty, sincerity and shall always act in the best interests of the college.
- ✓ An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D, or directly, if he/she happen to be the H.O.D, mentioning the contact address during the period of his/her absence from the headquarters.

- ✓ No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- ✓ No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain VALABALLARY CHANNABASAVESHWAR EDUCATION SOCIETY'S ARTS AND COMMERCE COLLEGE, LINGASUGUR - 584122 or not.
- ✓ An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
- ✓ No employee shall except with prior permission of the competent authority, can take recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.
- ✓ Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

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CORE VALUES OF THE COLLEGE

VALABALLARY CHANNABASAVESHWAR EDUCATION SOCIETY'S ARTS AND COMMERCE COLLEGE LINGASUGUR - 584122 are a socio- culture institution which pioneered the concept of education as a tool for social change. While the focus has been on providing opportunities for formal education, there is parallel thrust on values, ethics and the meeting of social obligation. This is an institution that adopts a multipronged approach to ensure a better quality of life. What we practice at VALABALLARY CHANNABASAVESHWAR EDUCATION SOCIETY'S ARTS AND COMMERCE COLLEGE LINGASUGUR:

COMMITMENT

- Support the mission and vision of the College.
- Focus on student and stake holder needs.
- Respond to the changing needs of our communities in a timely manner.
- Create new programs and services to meet identified needs.
- Continuously evaluate and improve programs, services, systems, and policies.
- Utilize a shared decision-making process.

RESPECT

- Include stakeholders in the decisions that affect them.
- Treat people with dignity and encourage feelings of self-worth.
- Promote trust through professional courtesy and fair treatment.
- Recognize and support employee and student contributions.

EXCELLENCE

- Exhibit quality in staffing, facilities, programs, and services.
- Promote continuous improvement.
- Anticipate needs and respond accordingly. Encourage creativity, innovation, and risk-taking.
- Utilize systems that promote student and employee success.
- Exceed student and stake holder expectations.
- Encourage decision-making at the level of implementation.
- Encourage interdepartmental collaboration.
- View setbacks as learning experiences.

ACCOUNTABILITY

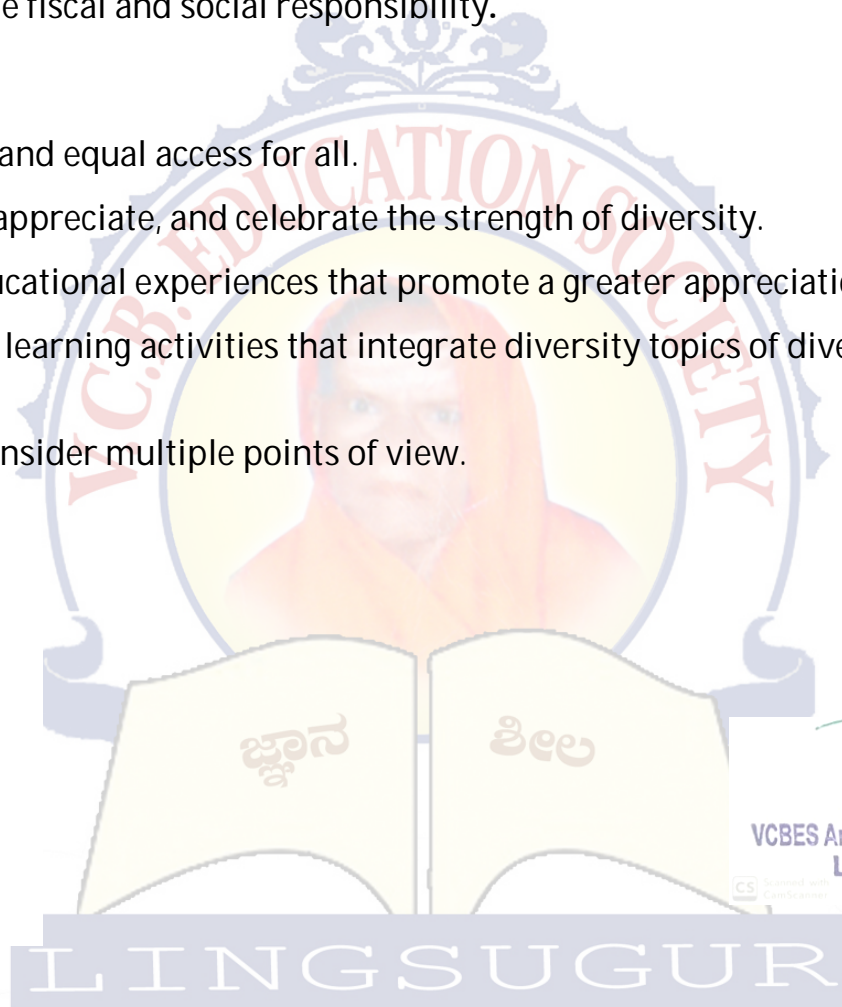
- Take responsibility for personal and professional growth and development.
- Continuously evaluate and improve our systems and policies.
- Establish and communicate clearly defined and articulated goals and objectives.
- Ensure our work adds value to the College and District.
- Demonstrate fiscal and social responsibility.

DIVERSITY

- Ensure fair and equal access for all.
- Recognize, appreciate, and celebrate the strength of diversity.
- Provide educational experiences that promote a greater appreciation for diversity.
- Implement learning activities that integrate diversity topics of diversity in the classroom.
- Seek and consider multiple points of view.



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CODE OF CONDUCT FOR STUDENTS

1. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
2. Students should stay away from any anti social activities.
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. Students who violate this rule will have to face disciplinary action.
4. The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this sprit is deemed unlawful and punishable.
5. During leisure hours, students are advised to use the library, and internet browsing centre.
6. During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
7. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
8. Late comers are forbidden from entering the classrooms.
9. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
10. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
11. Defacing the blackboards of walls will be severely dealt with.
12. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
13. Students should stay wear their identity cards inside the campus daily.
14. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
15. Ragging in any form is a serious offence and it will be dealt with severely.
16. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
17. Visitors are not allowed to meet the students in the classrooms.
18. Students should take care of their belongings. The institution will not be responsible for any loss.
19. Any violation of the above rules will invite penalty in the form of warning, fine, complaints to parents or any course of corrective measure as found suitable by any staff member or the highest authority of the College.




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