

CODE OF CONDUCT HANDBOOK
**for students, teachers, governing
body, administration including
Principal /Officials and support staff**



ST. ANNE'S DEGREE COLLEGE
(Affiliated to Mangalore University)
Virajpet –571218, Kodagu



National Anti Ragging Help Line
24X7 Toll Free Number: 1800-180-5522
(helpline@antiragging.in)

ATTENDANCE

- Classes will be conducted as per the schedule. A student must compulsorily attend 75% of the classes conducted. Those having below the minimum percentage of attendance is not allowed to take the semester examination.
- A student should apply for leave only in the prescribed form. Leave may be granted only at the discretion of the Principal/ HOD/Class teacher.
- When a student wants to take leave for a day or two , he/she should submit his/her leave card either before the leave or on the day of return from leave.
- If leave is for the reasons of illness for more than three days, Medical certificate must be submitted.
- Permission for representing the college in extracurricular activities, sports, cultural, fest, NSS etc. should be obtained in advance from the Principal.

CO-CURRICULAR ACTIVITIES

- **Cultural committee**

The cultural committee keeps the spirits alive in the campus by organizing Multitude of cultural activities round the year. It attempts to capture the vibrant Persona of the students by offering them a platform to showcase their inner talent in dance, music, arts and so on.

- **National Service scheme**

NSS is an Indian government sponsored public service program, launched in the year 1969. This scheme aims at developing students personality through community service. Our college has a NSS wing which associates young students in the college to work together for campus-community linkage.

- **Red cross wing**

Red Cross is an international organization meant for humanitarian services. To look after the all round development of the students and to enrich the students about human values and humanity the college has a "youth Red Cross unit".

- **Sports**

Sports play a great role in our life as it keeps us healthy, wealthy and active. Our college encourages the students to participate in all sports events conducted by university. Sports day will be organized in the college which helps students to grow mentally and physically.

COMPUTER LAB RULES:

- Students should maintain absolute silence and decorum in the lab.
- Students should leave their footwear outside the lab in the space allotted.
- Do not install software's without permissions and do not remove or disconnect parts, cables and labels in the computer lab.
- Logout and shutdown the computer when you leave.
- The furniture in the computer lab should be kept intact.
- For any hardware problem, report to the Lab-In-Charge.

DRESS CODE

- All students in the campus are expected to be neatly dressed in uniform all the days.
- A dress code promotes a more serious college atmosphere which emphasizes academics and promotes good behavior.
- The college prohibits tight-fitting, low-waist, pencil fit pants.
- Boys coming with studs, pony tails, long/colored hair, body piercing are strictly prohibited.
- College uniform with tie, black shoes and full socks is mandatory.
- Hair, moustaches and beard must be neatly groomed.
- If it is determined that a student is in violation of the dress code, the student's parents or guardians will be notified for immediate correction.

EXAMINATION RULES

- No mobile phones or electronic gadgets that can store, transmit, receive data or information are allowed.
- Absentees must produce original medical certificate from approved clinics or hospitals. No parents letter will be accepted.
- Students shall bring all materials necessary for the examination as being instructed.
- Students should attend all tests and should show good academic progress.
- Students those who have failed in more than two subjects in the semester examination should bring their parents to meet HOD in the scheduled date.
- Candidates must appear at the examination room at least 15 minutes before the commencement of examinations.
- Candidate shall not communicate with one another in any manner whatsoever during the examination.

LIBRARY RULES

- Library is kept open from 9.00 A.M. to 4.00 P.M. including lunch interval.
- Absolute silence shall be maintained inside the library.
- There will be no open access into the library for students. They should apply for books only through requisition slip.
- No students can take more than five books at a time. He/She can borrow it for a maximum of 15 days and should be renewed for every 15 days, failed to which attracts fine.
- If a book is missing or damaged, the student concerned should pay doubled the cost of the book concerned.
- All students should sign the entry register as they enter the library.
- Each student shall obtain no due certificate from the library after returning all the books issued.
- Any type of damages caused to the accessories or books in the library will be fined.

STUDENTS DISCIPLINE

- Students should attend college prayer at 9.30 a.m and should remain within the campus till 3.30 p.m.
- Ragging in any form is strictly prohibited.
- Use of mobile phones in the college premises is strictly prohibited.
- Smoking, use of any form of drugs or alcoholic drinks is strictly prohibited in the college premises.
- Any damage to the college property should be made good by the concerned students.
- Students are not expected to go out of the campus during their class hours.
- In the case of any offense, the case will be referred to the grievance redressal cell.

DIFFERENT CELLS / CLUBS / COMMITTEES ACTIVE IN THE COLLEGE

Carrier Guidance and Councelling Cell	Admission Committee
Grievance Redressal Cell	Anti Ragging committee
Human Rights Cell	Cultural committee
Internal Quality Assurance Cell	Discepline committee
OBC and Minority Cell	Examination committee
Placement Cell	Literary Club
SC/ST Cell	Magazine Committee
Women Empowerment Cell	Nature Club
Women Anti Harassment Cell	Sports Committee

A BRIEF INTRODUCTION OF INDIAN CONSTITUTION

The Constitution of India is the Supreme Law of India. It lays down the frame work defining fundamental political principles, establishes the structure, procedures, powers and duties of government institutions and sets out fundamental rights, directive principles and the duties of citizens. It is the longest written constitution of any sovereign country in the world. Dr. B. R. Ambedkar is the chief architect of the Constitution. It was ratified on 26th November 1949 and came in to effect from 26th January, 1950.

Article 30: Right of minorities to establish and administer educational institutions.

Article 30 (1): All minorities whether based on religion or language, shall have the right to establish and administer educational institution of their choice.

THE PREAMBLE OF THE INDIAN CONSTITUTION

We the people of India having solemnly resolved to constitute India into a SOVEREIGN, SOCIALIST, SECULAR, DEMOCRATIC, REPUBLIC and to secure to all its citizens:

JUSTICE, SOCIAL, ECONOMIC and POLITICAL;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity;

And to promote among them all.

FRATERNITY assuring the dignity of the individual and the unity and integrity of the nation.

In our constituent assembly this 26th day of November, 1949, do hereby adopt, enact and give to ourselves this constitution.

CODE OF CONDUCT FOR TEACHING STAFF

ATTENDANCE AND TIMINGS

1. Every lecturer should be present in the college at 9.15 am and should remain till 4.00 p.m.
2. Any staff going out of the college campus during the working hours should make an entry in the movement register.

CLASS ROOM TEACHING

1. The staff members are expected to complete the prescribed syllabus within the assigned date for completion.
2. It is mandatory to submit work dairy every Saturday and attendance registers at the last Saturday of every month.
3. Staff should maintain high standards of practice in relation to student learning, monitoring, reporting and providing feedback.

DRESS CODE

1. All the staff members are expected to be in moderate dress in the campus during the college hours.

EXAMINATION RULES

1. Examination duty is compulsory for every staff member.
2. The soft copy of the internal assessment test question paper should be submitted before 5 days of the examination.
3. During the invigilation duty the room invigilators are not allowed to carry books for any purpose and he/she should watch the students diligently to prevent any kind of malpractice.
4. Maintenance of Internal Assessment mark registers is compulsory for every staff.

GENERAL RULES

1. Every staff is expected to take care of discipline of the students within the campus.
2. Staffs are not allowed to conduct tuitions for the students of the same institution for the monetary benefits.
3. The staff should not collect any money under any pretext from anyone including students, except when he/she is specifically authorised by the management in writing for any particular fund raising program.
4. No staff shall associate with any political party or take part in any other organisational activity, which is not in line with the duties and ethics of teaching profession.
5. Staff should avoid conflict between their professional work and private interest which could reasonably have a negative impact on the institution.
6. Staff should treat all the students equally. They should not be partial to any student based on caste, religion and language.
7. Staffs are not allowed to carry mobile phones to the classrooms during the class hours.
8. All staff members are expected to be actively participating in all the events or programmes organised in the college.
9. Social media should not be used in contrary to the rules and regulations and dignity of the institution.
10. Any form of women harassment issues should be brought to the notice of the co-ordinator of the Women Harassment cell or the Principal.
11. Abusive language in the college campus is strictly forbidden.
12. The staffs agree to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely.
13. Staffs should maintain decorum both inside and outside the class and set a good example to the students.

LEAVE

The total casual leave allowed to the staff in an academic year is 12 days.

1. While applying for C.L, staffs have to give in writing atleast a day prior to the date of leave. In case of emergency, the staff can request for the permission over the phone before 9 am on the same day.
2. More than 3 staff members are not allowed to apply for C.L on the same day.
3. Every confirmed lady staff will be eligible for maternity leave of a maximum of 6 months.

LIBRARY RULES

1. Every staff member has to make an entry in the register when they visit the library.
2. Staff members are allowed to retain the books for 30 days, if anyone wants to keep it further, they should renew it.
3. *No due certificate* should be obtained from the librarian, concerned HOD and Offices Superintendent before leaving the job.

RECRUITMENT AND APPOINTMENT

1. The appointment of the staff in the institution will be on probation for 1 year from the date of joining.
2. On completion of 1 year of probationary period, if necessary the management may extend it for another year after reviewing the performance of the staff.
3. An employee may be transferred to any institution which is run under the Management of MDES. These transfers shall be made in the best interest of the institution and after due consideration.
4. Any staffs who want to leave the service should give one month prior intimation to the management.

CODE OF CONDUCT FOR OFFICE STAFF

1. Office staffs are expected to be present before 9a.m and stay up to 4.30 pm in the college.
2. The total casual leave allowed to the office staff in an academic year is 12 days.
3. Except Sunday's and Government holidays, office should be kept open.
4. All the Letter of correspondence should be filed and maintained properly.
5. Any information requested by the teaching staff should be provided without delay.
6. Regular updates of the University websites should be made known to the principal and the teaching staff.
7. The accountant must remit the fee collection amount to the bank regularly.
8. Books of accounts must be maintained regularly and timely.
9. For every fee collection fee receipt should be issued.
10. Bills or voucher must be maintained regularly for every expenses made.
11. Whenever principal and teaching staff asks for any statistics, it should be given on time.
12. Dealing with regard to any issues with students, staff and parent's office staff should be kind, fair and honest.
13. While applying for C.L, office staffs have to give in writing atleast a day prior to the date of leave. In case of emergency, the staff can request for the permission over the phone before 9 am on the same day.
14. No office staff shall associate with any political party or take part in any other organisational activity, which is not in keeping with the duties and ethics of the profession.

THE POWER & FUNCTIONS OF THE OFFICERS OF THE INSTITUTION

THE CORRESPONDENT/ADMINISTRATOR OF AN INSTITUTION:

1. The Correspondent/ Administrator are liaison between the institution & management. Thus the Correspondent shall have overall responsibility for the efficient & smooth functioning of the institution.
2. The Correspondent/ Administrator shall review the functioning of the institution keeping in view the administrative problems and introduce the scientific measures for improving administration in the institution.
3. The Correspondent /Administrator may call any documents related to any department and report any lapses, indiscipline by the employees to the management.

THE HEAD OF THE INSTITUTION:

1. The Principal shall exercise such powers as are necessary to implement the policies and programmes of the management & the respective governmental department to which the institution is affiliated.
2. The Principal shall issue general or specific directions from time to time to the teaching & non-teaching staff to attend the matter relating to their department /sections in accordance with the administrative orders.
3. The Principal may call any documents related to any department /section & pass such orders as he deems fit.
4. The Principal may delegate administrative powers to staff members as he considers necessary after taking approval from the higher authority.
5. The Principal may call any documents related to any departments & report any lapses, indiscipline by the employees to the Correspondent /Administrator.
