



**SHRI SANGAMESHWAR ART'S & COMMERCE  
COLLEGE, CHADCHAN-586205**

**HAND BOOK  
ON  
CODE OF CONDUCT**

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## **INTRODUCTION**

This Code of Conduct is intended as a guide and a help to all staffs of the college. It sets out standards of conduct which the staff are expected to follow when within, or representing the college. This is written to assist staff and they should take advice and guidance if necessary. The underlying purpose is to ensure that the college provides a high quality service to its pupils and stakeholders in accordance with our Mission Statement and to promote public confidence in the integrity of the college. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the college, its staff and its students. It has been drafted to comply with College Policies and Procedures. The Staff are requested to read this Code carefully and follow it in their educational activities. The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications. Investigations of alleged breaches of this Code will be covered under the College's disciplinary procedures and related codes of practice.

## **CODE OF CONDUCT FOR THE GOVERNING BODY**

The governing body is the key strategic decision making body in the College, setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a governing body's strategic role; every child has the right to attend a good College. The governing body has the following core strategic functions:

### **1. Establishes the strategic direction by:**

- setting the vision, values, and objectives for the college.
- agreeing the College improvement strategy with priorities and targets.
- meeting statutory duties.

### **2. Ensures accountability by:**

- appointing the principal.
- monitoring progress towards targets.
- performance managing the principal.
- engaging with stakeholders (parents & pupils).
- contributing to college self-evaluation.

### **3. Ensuring financial probity by:**

- setting the budget
- monitoring spending against the budget

- ensuring value for money is obtained
- ensuring risks to the organisation are managed

**4. For governing bodies to carry out their roles effectively, members must be:**

- prepared and equipped to take their responsibilities seriously
- acknowledged as the accountable body by the lead professionals
- supported by the appropriate authorities in that task
- willing and able to monitor and review their own performance

**5. The role of a governing body member in law, the governing body is a corporate body which means:**

- No member can act on his/her own without proper authority from the full governing body.
- All members carry equal responsibility for decisions made.
- Although appointed through different routes, the overriding concern of all members has to be the welfare of the College as a whole. Governing bodies should be alert to the risk of becoming dominated by one particular mind-set or strand of opinion.

**6. As individuals on the governing body, we agree to the following:**

**A. Role & Responsibilities**

- We understand the purpose of the governing body and the role of the Principal.
- We are aware of and accept the Seven Nolan Principles of Public Life.
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorized to do so.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfill all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other Colleges.

- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our College. Our actions within the College and the local community will reflect this.
- We will always use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the College's reputation is compromised by inappropriate postings.
- We will promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.
- In making or responding to criticism or complaints affecting the College we will follow the procedures established by the governing body.
- We will support the Principal and senior leadership team but challenge their expectations and hold them to account for College performance.

## **B. Commitment**

- We acknowledge that accepting office as a member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to do so.
- We will get to know the College well and respond to opportunities to involve ourselves in College activities.
- We will visit the College, with all visits to College arranged in advance with staff and undertaken within the framework established by the governing body and agreed with the Principal.
- We will demonstrate commitment to our individual and collective needs for training and development, and will undertake relevant training to develop knowledge and skills and keep them up to date
- We accept that in the interests of openness and transparency, our names, terms of office, details of positions of responsibility on the governing body, category of member and the body responsible for appointing us will be published on the College's website.

### **C. Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in our communications with other members.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with our Principal, staff and parents, the local authority, and other relevant agencies and the community.

### **D. Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside the College.
- We will exercise the greatest prudence at all times when discussions regarding College business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote.

### **E. Conflicts of Interest**

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the College's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the College as a whole and not as a representative of any group, even if elected to the governing body.

## **F. Breach of this Code of Conduct**

- If we believe this Code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another member, such as the vice chair will investigate.

## **CODE OF CONDUCT FOR PRINCIPAL**

- Principal should make a conscious effort to be fair to personnel and students. Principal should fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
- Principal must apply honesty in his/her job. He should never directly lie to anyone. They must never withhold vital information that should be made public.
- The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
- The Principal endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
- Principal should maintain professional boundaries.
- Train teachers to be responsible for their actions.
- Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
- The Principal shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.
- The Principal shall not fake records, or direct or force others to do so.
- The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.

## **CODE OF CONDUCT FOR STUDENTS**

- Students should be punctual to the classes. Attendance is compulsory. If a student fails to get 75% of attendance, she is not eligible to appear for the examination, as per the university rule.
- Students should maintain discipline. Violation of discipline is strictly dealt with.
- Students are advised to take the facilities available in our college library and reading room. Unnecessary wandering on the corridor is considered as indiscipline.
- Student should maintain cleanliness of the campus. As we declare our campus is plastic free zone, students are advised not to spread plastic papers etc. For disposal of wastage they must use the dustbin only.
- It is mandatory to participate in all the programmes conducted by our college.
- Ragging is strictly prohibited.
- Students can visit office only in the prescribed period. Polite behaviour is expected from the students.
- Everyday students should see the notice board for the information. If they fail to know, college authorities are not responsible for any lapse.
- Students can get various scholarships and other benefits as per the rules. For this the college considers their merit, attendance, conduct, etc.
- Students should not damage any of the college property.
- Students should not involve in unwanted activities.
- Students should uphold the dignity of the institution.

## **CODE OF CONDUCT FOR TEACHING STAFFS**

Our college is abide by the rules and regulations of State Government, UGC, Govt. of Karnataka and Rani Channamma University. It is treated as the manual in dealing with discipline and control issues of the institution. In the light of above mentioned regulations and guidance our institution has the code of conduct for the teachers as under.

### **Teacher should:**

- Perform their duties in college at least for Sixteen hours per week in the college. They should be available for consultation by the students.
- Maintain the dignity and decorum of the post, must conduct himself / herself in accordance with the ideal of the profession.

- Discharged their duties sincerely. Tutorial, Practical classes, seminars research work with dedication.
- Accept various duties allotted to them in various committees and participate in extension activities and involve themselves in co-curricular and extracurricular activities including community service, from time to time.
- Inculcate national ideals of education among students.
- Be calm, patient and communicative by temperaments.
- Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession.
- Avail their leaves with prior intimation to the principal unless in case of urgency.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes.
- Cooperate in the formulation of policies and implementation of programmes in the institutions.
- Treat other members of the profession with respect and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion or sex in their professional endeavor.
- Treat non teaching staff as colleagues and equal partners in a cooperative undertaking.

#### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

1. They are responsible for sustaining the highest ethical standards of the College and the broader community in which they function.
2. While the aim of the College is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,
  - According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
  - Making regular contribution for the personal development of students, while looking after their interest and welfare.
  - Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.



- Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
3. As the technical and administrative staff are expected to work closely with the faculty of the College in day-to-day activities, the staff should.
- Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
  - Develop friendly and co-operative relationship with the faculty members.
  - Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
4. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
  - Refrain from passing information about colleagues to any individual or agency without his/her express permission.
5. A member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
- Perform all professional activities through proper channels.
  - Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
  - Look for promotion/elevation only on grounds of competence/performance.
  - Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of College by performing his/her role in a professional manner.
  - Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
  - Should follow all norms and job details assigned by the College to the member from time to time with dedication.



  
 Principal  
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