



# **CODE OF ETHICS (Alumni)**

## **HANDBOOK FOR ALUMNI**

**ST FRANCIS DE SALES COLLEGE**

**ELECTRONICS CITY**

**BANGALORE - 100**

**CODE OF ETHICS FOR ALUMNI**

The Alumni Association of St Francis de Sales College is named as SFS AMIZADE ASSOCIATION. It has adopted the Code of Conduct, which applies to the Alumni, volunteers, and association members, and all the team members of the organization.

The Code reflects their collective commitment to not only uphold the law but to protect the organization's interests while maintaining the highest standards of ethical conduct. The success and reputation of the Alumni association are built upon the words and actions of its members.

All members of the Desalite family—students, alumni, faculty, and staff—are responsible for advancing the Institute's mission and vision through professional conduct and a commitment to excellence. Personal responsibility, respect, and integrity are the guiding principles for our learning community.

## **GENERAL INSTRUCTIONS ON CONDUCT AMONG ALUMNI**

1. A respectful tone and polite communication are the basis of our association. It is therefore not permitted to negatively distinguish, mock or ridicule others.
2. Members are fully responsible for all publication of any kind (data, information, images etc.) and for all their consequences.
3. Discrimination and defamation of other members or social groups on the grounds of their religion, origin, nationality, economic capacity, sexual orientation, age or gender are explicitly forbidden.
4. Consumption of alcohol, drugs and smoking is strictly prohibited in the Institute's premises.
5. In case of any damage to the Institute's property, members of the alumni association will be dealt with according to the rules and regulations of the Institute.

## **AIMS AND OBJECTIVES**

- To promote a feeling of brotherhood among the members.
- To bring the old students in touch with the present students.
- To encourage and foster the interest of the old students in the present day activities of the college.
- To provide inspiration and guidance to the students of the College, through the experience and achievements of the old students.
- To co-operate with the College Management for the betterment of College and students.
- To arrange to provide charitable to the deserving needy students of the hostel and to render financial or other aid towards widening the scope of usefulness' of the hostel whenever necessary.
- Serving as forum to promote and foster the relationship between the alumni, the present students, the staff and the Management of College/College with basic objects of exchange of ideas, which besides being mutually beneficial, will generally help in achieving excellence and

professional competence and contribute to improve the quality of life.

- Conducting technical update programmes, arranging lectures by eminent persons, circulating Newsletters periodically, that is necessary from time to time, to continuous contact and fellowship within batches of students.
- To institute and award fellowships, scholarships, stipends, travel grants or otherwise support students and research scholars to encourage them to devote themselves to scientific pursuits.
- To promote overall academic activities of all the

Departments of the College

- To organize programmes, which inspire and motivate the young students to develop interest in any subject.
- To arrange and hold seminars, conference, symposia, lectures workshops and similar academic activities.

- To honour and present awards to distinguished alumni of the College.
- To establish museums, displays and other means to create awareness among the public and to keep them abreast of the complex scientific developments in those subjects which have far-reaching effect on the Association.
- To undertake training and other related programs to disseminate information on all the subjects in Colleges and other scientific and social organizations.
- To undertake or to do all other things, which may include similar corresponding, supporting, correlated, incidental, necessary matters which may be found by the Executive Committee from time to time to be conducive for the achievement of all.





# **CODE OF ETHICS (Non-Teaching)**

  

## **HANDBOOK FOR NON TEACHING FACULTY**

**ST FRANCIS DE SALES COLLEGE  
ELECTRONICS CITY  
BANGALORE - 100**

CODE OF ETHICS – *Handbook for Non-Teaching Faculty*  
**CODE OF ETHICS FOR NON TEACHING  
FACULTY**

**GENERAL NORMS**

- ❖ The office functions directly under the guidance, direction and supervision of the Principal and everyone is directly accountable to the Principal.
- ❖ No information is passed on to any person/employee/department/office without the prior approval of the Principal.
- ❖ The office deals with only the academic matters pertaining to the College and the university
- ❖ Admission scrutiny with the proper certificate verification to secure university approval.
- ❖ FRRO - correspondence related to foreign students is to be looked into appropriately.
- ❖ Renewal of affiliation – Preparation for LIC visit, College governing council meeting etc.



- ❖ Organizing Examinations; theory- internal and external, practical/viva/project etc. on scheduled time.
- ❖ Compliance with the Board of Examination (BOE) –  
Scrutiny of the question papers for the internal examination.
- ❖ Compliance of any statistical information about the College on behalf of the Principal on his approval to be furnished to any concerned person or institution.
- ❖ Accessing university grants to the College, scholarships related to students like SC, ST etc.
- ❖ Systematic maintenance of all academic records except that of co-curricular activities in an organized manner with due labels attached and bifurcated according to each section to effect transparency and easy access to concerned authorities is to be maintained.
- ❖ Developing a mechanism to address issues related to the academics of the students with the university like any correction in the marks card, certificate convocation etc. and keeps a chronological record of the same too.

- ❖ Time management- Ensuring the ringing of the bell at the scheduled time.
- ❖ Reaching university circulars and information to the Principal at the earliest of its announcement.
- ❖ These and any other university related matters to be addressed to as the case may be
- ❖ Takes care of the issuance of the ID cards, uniforms and such others.
- ❖ Infrastructure, utilities and class management stationary on a daily basis.
- ❖ Maintenance of internal safety and security of the institution.
- ❖ Takes care of the electronic gadgets and equipment for curriculum and others
- ❖ Issuance of any ordinary certificates such as salary statement, education loan correspondence etc.

## ❖ **FINANCE RELATED TRANSACTIONS**

- ❖ Preparation of DFC
- ❖ Collection of any fee from students
- ❖ Salary statement
- ❖ Submission of PF, PT, ESI etc.
- ❖ Maintain scholarship register of the students

## ➤ **ATTENDANCE DESK**

- ❖ Will update the attendance of the students on a daily, hourly and subject basis
- ❖ Will maintain the register of attendance, acquaintance etc. of every staff.

## ➤ **HRM**

- ❖ Takes care of the appointment, appraisal enhancement, maintenance of service registers and maintains different formalities with a view to maintain internal quality assurance.

- ❖ Coordinates the admission promotion to the College.
- ❖ Attending any queries from the public on any College, student related matters.
- ❖ Support the teaching faculty in the organization of co-curricular activity in the College
- ❖ Timely assistance to the Principal on any matters urgency and importance.

### ➤ **Roles and Responsibility of the Ministerial Staff**

- ❖ The normal working hours (unless otherwise specified) of a ministerial staff at St. Francis de Sales College is from 7:30 am to 4 pm.
- ❖ The timings can be re-scheduled based on the need in the College, especially for specific works during events and other major activities of the College
- ❖ The ministerial staff (cleaning & Gardening) functions directly under the direction, guidance and supervision of the Principal.

- ❖ All the ministerial staff will function under a leader appointed from among those working by the Principal from time to time.
- ❖ In times of any special events in the College the duty timings also change as per the requirement.

➤ **General Note on Holidays – Ministerial Staff** Any official holiday need not necessarily be a holiday for a ministerial staff taking into consideration the daily maintenance of cleanliness of the institution.

To this effect due arrangements could be done in consultation with the Principal.

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# **CODE OF ETHICS (Parents)**

## **HANDBOOK FOR PARENTS**

**ST FRANCIS DE SALES COLLEGE  
ELECTRONICS CITY  
BANGALORE - 100**

## **INTRODUCTION**

At St Francis de Sales College (the College), we believe our partnerships with parents of students at the College contribute to the high standard of education. This Parent Code of Conduct outlines the way in which the College requires all parents and/or guardians to cooperate with College management when expected, participating in College activities and communicating with members of our community (including students, staff and other parents).

This Parent Code of Conduct will help guide our partnership with parents and ensure a safe and welcoming environment for community and learning. Code of conduct is published during the parent teachers' meet of the first term of the academic year.

**WHEN ATTENDING THE COLLEGE, PARENTS AND/OR GUARDIANS MUST:**



- (a) Comply with all safety policies and procedures in place from time to time at the College;
- (b) Comply with relevant legal obligations under the legislation and any court order;
- (c) Sign-in at Reception on entry to the campus;
- (d) Parents are not permitted to enter a classroom or loiter in the building without prior permission.
- (e) Listen respectfully, in the same manner required by students and staff, when attending any kind of College assembly, presentation, class event, or public meeting;
- (f) Treat all parents, staff, volunteers, students, and visitors to the College with courtesy and respect;
- (g) Accept the authority of the Faculty when you're in the campus and comply with any reasonable direction.

**Parents and/or guardians must not:**

- (a) Interrupt or disrupt a lecturer whilst classroom instructions or learning activities are taking place;
- (b) Discipline or reprimand a student about their behaviour if that student is not their own son or daughter;

- (c) Bully or harass other students, parents, staff, and visitors to the College;
- (d) Visit the College whilst intoxicated on drugs or alcohol.

### **When communicating with staff of the college**

If a parent and/or guardian contacts a staff member, volunteering in relation to a query or concern, the recipient will respond within a reasonable period of time. In order to most effectively discuss a particular query or concern, parents and/or guardians wishing to speak to staff members, (either in person or over the phone) must make an appointment in advance.

### **Parents and/or guardians must:**

- a) Speak to staff, with courtesy and respect;
- b) Respect the privacy of staff, contractors, and volunteers.

### **Parents and/or guardians must not:**

- (a) Raise their voice or interrupt whilst a staff member, is trying to speak;
- (b) Speak to staff, others in a derogatory or offensive manner;
- (c) Take a photo, video recording, or audio recording of a staff member, without prior consent;
- (d) Post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- (e) Assault (sexually or physically) a staff member,
- (f) Intimidate, undermine, threaten, bully or harass staff.

## **WHEN USING SOCIAL MEDIA**

Parents and/or guardians recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of their personal use of social media especially in circumstances when they can be identified as a parent and/or guardian of the College.

### **When using social media, parents and/or guardians must:**

- a) Respect a person's professional and personal environment and must not harass other people online;
- b) Act with integrity;

- c) Make reasonable efforts to ensure that their children comply with the College's ICT Protocols;
- d) Be respectful to staff, other parents, and/or students;
- e) Never reveal confidential information relating to the College, staff members, other parents, and/or students at the College.
- f) Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College.

## **FILING A GRIEVANCE**

Parents and/or guardians have the right to raise issues and concerns related to the education of their sons and daughters or other matters relating to the College.

- a) Parents and/or guardians should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures.

- b) When making a complaint to the College, parents and/or guardians are required to act in a manner consistent to the Parent Code of Conduct.

## **CONSEQUENCES OF BREACH OF THIS PARENT CODE OF CONDUCT**

1. Any parent and/or guardian, student, staff member, may notify the Principal of a possible breach of the Parent Code of Conduct.
2. The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct.
3. If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter College grounds for a period of time, or termination of enrolment.





# **CODE OF ETHICS (Students)**

## **HANDBOOK FOR STUDENTS**

**ST FRANCIS DE SALES COLLEGE  
ELECTRONICS CITY  
BANGALORE - 100**

## **QUALITIES / RESPONSIBILITIES OF A DESALITE**

- Knows about St. Francis de Sales, Fr. Peter Marie Mermier and the MSFS Congregation
- Believes in the dictum:” Education of the heart is the heart of Education”
- Believes and trusts in God and prays daily
- Fosters good health and respects life
- Is meek, humble, and strong in character
- Practices virtues of optimism, gentleness, humility and hospitality
- Practices charity in thought, word, and deed ➤ Speaks truly, deals truly, and lives truly
- Is studious, responsible, and duty-conscious
- Works hard to be of genuine service to others
- Dresses neatly, arrives punctually and behaves politely
- Respects elders, parents, teachers, and classmates
- Promotes peace, harmony, and nonviolence

- Fosters patriotism and combats adversity
- Accepts and respects cultural, religious and linguistic diversity
- Fights corruption and promotes social justice and equality
- Nurtures nature and is eco-friendly
- Upholds the ethos of the ‘Alma Mater’ in high esteem
- Follows the motto: “For God and Country”

## **RULES**

- 1. Ragging is a cognisable offence and those who indulge in it or encourage it will be handed over to the law as per G.O.Ed 122 URC 96 dated 16.1.97. Students in distress may call 080-27836069 or email at *sfscollege.ecity@gmail.com***
2. The warning bell (first bell) for class is given five minutes before the commencement of classes. The first period each day begins with the college anthem followed by the National anthem and the Lord’s Prayer. During the singing of the anthems all staff and students shall stand still wherever they



are as a sign of respect. Students should be in their respective classrooms before the second bell. When a lecturer enters the class, the students are expected to greet the lecturer.

3. Students must observe punctuality. Students will not be permitted into the class after the second bell.
4. During the college hours (8.10 am to 2.15 pm) no one is permitted to leave the campus without the written permission of the Principal.
5. Eating and chewing of gum, while the class is in progress is strictly prohibited.
6. There should be complete silence in the corridors during class hours. Students must not loiter on the corridors during class hours.
7. No student is allowed to leave the lecture hall without the lecturer's permission or until the class is dismissed.
8. If the concerned lecturer is absent, students are expected to use the library or the e-resources. No student is allowed to leave the college building before completion of the fifth hour (1.20 pm) without permission. Canteen facility is

available during the break and either before or after the college hours.

9. **Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.**
10. Students are forbidden to bring firecrackers and Holi colours to the campus. Students found doing so are liable to disciplinary action. Celebration of birthdays/feast days of lecturers or students is not permitted in the College or in the canteen. Cutting of cakes or giving gifts to professors on special occasions by the students/parents is not permitted in the college.
11. Any display of indiscipline including insubordination, habitual inattention, and neglect of work, inappropriate language or conduct, obscenity in word or deed by a student shall be liable to temporary or permanent dismissal.
- Security personnel are always to be obeyed.

12. Students are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
13. The campus must always be kept clean. Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class representative will be responsible for the cleanliness of the room allotted to it. Electronic gadgets like projectors, sound systems, laptops must be operated as instructed by the technical staff. Any damage to the electronic equipment caused by wilful neglect or misuse shall be liable for payment of fine.
14. Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
15. Posters and notices must not be put up without the permission of the Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose in different blocks and not stuck on the walls of the College.

16. Vehicle parking will be allowed on all working days from 8.00 am to 3.00 pm. Students whose vehicles are parked in the premises after 3.00 pm are liable to be fined. Movement of vehicles within the campus shall be at a moderate speed of 10 kmph.
17. Every student is required to carry her/his identity card to College. The ID cards must be worn at all times on campus and shown to the staff or College officials when asked at any time during the College hours including during Examination and formal programs, and in the administrative office and library.
18. Association functions and cultural programs will be held only after class hours. Practice for all programs should be held either prior to the classes or after classes.
- 19. Outsiders are not permitted to attend College functions. Strict action will be taken on those who bring outsiders to the campus.**
20. No money is to be collected from students without the prior permission of the Principal. Any collection of money with

the approval of the Principal shall be intimated to the parents through email and text message.

21. Printed matter, photographs/videos not approved by the Principal are not to be brought to the College.

**22. In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, use of mobiles in the College premises is prohibited. Students are informed not to use mobiles within the academic block. Once confiscated, mobiles will not be returned to the students without paying the prescribed fine and a letter of apology. Possession of mobile phones or similar electronic devices or resorting to unfair means during examination is considered as a serious malpractice.**

**23. Students need to strictly adhere to ICT Protocol**

24. Students must not join clubs or societies or make any engagements that interfere with their studies without the Principal's prior permission. They are not allowed to play for any team against the College.

25. Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the reading room where they can refer to books.
26. After class hours students are not expected to remain on the campus unless there is a function/program or rehearsal or games practice.
27. Students are not allowed to make complaints in a body or present any collective petitions, but they are welcome to present their cases if any, either individually or through their proper representatives.
28. Students are not allowed to organize picnics or social activities without the permission of the mentor and the Principal.
29. Any student who is suspended by the college authorities shall not appear on the campus for all the days of suspension mentioned in the suspension order. If found violating this norm, the authorities can proceed with the dismissal of the student concerned.

## **DRESS CODE**

The College does expect all students to keep in mind the basic norms of modesty and decency with regard to dress. On the basis of a representation St. Francis de Sales College made by the student body, the Management in consultation with the staff has arrived at the following decisions:

***On Mondays and Thursdays College uniform is mandatory for all students.***

### **Formal Dress Code: Monday to Friday**

#### **Formal Dress Code for boys:**

- Formal Pants/Jeans
- Half or Full sleeve formal shirts.

#### **Formal Dress Code for girls:**

- Salwar/Churidar Kameez only (No sleeveless, tight fitting or short tops)

### **Informal Dress Code: Only on Saturday**

#### **Informal Dress Code for boys:**

- Pants/jeans with only collared-shirts/t-shirts (No Verbal or Pictorial Messages)

- Earrings for boys are not permitted.

### **Informal Dress Code for girls:**

- Pants, Kurtas (no sleeveless, tight fitting or short tops)
- ❖ Any student violating the dress code will not be allowed to sit in the class.
- ❖ Any member of the teaching or non-teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.
- ❖ Students attending class or meetings of the College societies, clubs and associations on the campus are expected to be dressed in conformity with norms of decency and propriety.
- ❖ Colouring of hair and unconventional haircuts are strictly prohibited.
- ❖ Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days.



## **ATTENDANCE AND LEAVE**

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave [in the prescribed format given in the hand book] after obtaining permission.

1. Absence up to 1 day requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 2 days requires signature of the Vice-principal. Absence of more than 3 days requires signature of the Principal.
2. The University has mandated a minimum of 75% attendance in each paper to be eligible to write the Semester Examination. College will strictly adhere to the norm as demanded by the University. There is no provision for condonation of attendance in the University notification. Medial leave is restricted to a maximum of 5% in each semester.
3. Any attendance claim should be done within 3 working days. College mandates a minimum of 80% attendance in

each paper to be eligible to write the Terminal and Model exams.

4. If a student is detained for a semester, she/he will have to repeat the semester and has to be enrolled afresh, by paying 50% of the annual fees.
5. If a student is absent for one period in a day, she/he will be marked absent for that period only.
6. Attendance is available for students/parents to view on the College website. Every student will be provided with a unique password at the beginning of the academic year to access information, including attendance.
7. Parents are requested to make use of this facility in tracking the attendance of their ward.
8. Students must check the attendance regularly, and if any discrepancy is found, the same should be brought to the notice of the class mentor/ HOD in writing within two working days.
9. It is mandatory for students to attend the terminal and model exams. There will be no retest.

10. Students, who absent themselves on medical grounds, should produce a bonafide medical certificate.
11. If a student is absent in a subject/paper, she/he may attend the next class of that subject/paper only after getting a leave slip signed from the parent/guardian/warden.
12. If a student falls short of 75% attendance in any month in any subject she/he will be required to meet the Mentor with parents.
13. The name of the student will be removed from the rolls if she/he is absent continuously for more than 10 days without prior permission for leave.
14. Prolonged or serious illness, hospitalization or long medically advised rest must be reported to the Principal as early as possible.
15. Marks will not be awarded for attendance.
16. No attendance will be given to students for participation in Certificate Courses (they are held outside regular class hours).

## **ICT PROTOCOLS**

### **Responsibilities of students for the use of information and communication technologies:**

1. Use of ICT equipment in the College, including all electronics, wireless and mobile devices, is for educational purposes only.
2. Students must not participate in online bullying. Bullying includes supporting others who are bullying. Sharing inappropriate images can also be a form of bullying.
3. Students need to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted online creates a digital footprint of the user.
4. No student is to interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
5. Students must not attempt to download, install, connect or use any unauthorised software or hardware on College ICT equipment, including games.

6. Students found using ICT equipment or a mobile device to gain advantage during exams or assessments will face disciplinary action.
7. Students should take reasonable precautions against accessing inappropriate material.
8. In the event of accidental access of inappropriate material, students must not show others. They must shut down, close or minimise the window and report the incident immediately to their faculty / concerned incharge.
9. No food or drink is to be consumed or placed near any ICT device.

### **PROCEDURES FOR USE OF MOBILE ICT DEVICES IN THE COLLEGE**

1. It is important that students are considerate and show respect for others when using a mobile device.
2. To protect the privacy of others, students must never post or forward private information (including images) about another person using electronic communication.
3. Students must only take photos and record sound or video when it is part of an approved activity.

4. Permission must be sought from individuals before

- Taking photos, recording sound or videoing students and teachers.
- Publishing or sending photos, recorded sound and video to anyone else or to any online space.

5. Mobile phones/devices are brought to college at their owner's risk. The College does not hold insurance for personal property brought to the campus and will not pay for any loss or damage to such property.

6. **Even though for educational and emergency purposes mobiles are permitted in the building, prior permission from the faculty or competent authority is required to use it while inside the building.**

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# **CODE OF ETHICS (Teaching)**

## **HANDBOOK FOR TEACHING FACULTY**

**ST FRANCIS DE SALES COLLEGE  
ELECTRONICS CITY  
BANGALORE - 100**

## **CODE OF ETHICS FOR TEACHING FACULTY**

A Desalite teacher is the one who belongs to the teaching community and one who shares the vision and mission of the Fransalian institution.

- Understands that the institute is managed by MSFS who attaches great importance to values and virtues while educating and partners with them.
- Learns about MSFS Congregation, the life and works of SFS, the patron and Fr. Mermier, the founder.
- Remains an integral part of the institution and commits oneself totally and wholly to the tasks entrusted to oneself by the competent authority of the educational institution.
- Co-operates with the head of the institution for the welfare of the students.
- Considers teaching not merely as a profession but also a mission with passion, a mission not by chance but by choice.



- Updates oneself with the best methods of pedagogy, latest technology and becoming innovative in teaching.
- Prepares lessons thoroughly to make the class interesting, informative, educative and attractive.
- Understands that training and formation of the heart is the heart of education.
- Remains model by one's very life as a disciplined and lifelong learner, a gospel for students to emulate.
- Pays individual attention to each and every student in the class, making education inclusive
- Takes remedial measures if any one of the students is found wanting or lagging behind
- Is a team person and works collaboratively with the rest of the staff, teaching and non-teaching.
- Speaks well of the institution and remains loyal.

Listens patiently and understandingly establishing a cordial relationship with parents.

## **CODE OF ETHICS FOR TEACHERS**

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making a statement about qualifications and competencies,
- Contribute to the development and promotion of sound educational policy,
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.

- Assist newcomers to the profession, disclosure is required by the law or serves a compelling professional purpose, ➤
- Respect confidential information on colleagues.

## **ACCOUNTABILITY**

- Faculty should handle the subjects assigned by the Head of the Department
- Faculty should complete the syllabus in time.
- Faculty shall produce good results in the subjects handled by them and are accountable for the same.
- A minimum of 2 assignment topics for each course is to be given to the students.
- Assignments have to be checked and valued within a week of their submission (online or hard copy).
- Internal and model exam answer books are to be valued and marks are to be informed to the students. Marks for the

assignments, IA exam, Seminars are to be entered in the software.

- Faculty should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value-based education must be their motto.

Identify students with any personal problems or behaviour issues should be sent to the in house counsellor for counselling.

- Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
- Faculty should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

## **DRESS CODE FOR FACULTY**

Following is the dress code for the faculty of the Institute:

- Men: Formal Tucked in shirts and shoes (Monday to Friday)
- Ladies: Saree (Monday to Friday)

## **ID CARD**

- It is mandatory for students and staff to display ID cards at all times when they are on campus.

Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of the student, the ID card must be returned to the student concerned on the spot. And report to the discipline committee.

## **COMMUNICATING WITH PARENTS**

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.
- Communication to parents should be clear. Faculty can take the help of other faculty in case of language issues.
- Faculty are expected to call the ward's parents if the ward is regular absentee.

## **STUDENTS' LATE COMING**

Students should not be allowed into the classrooms / labs when they report late for the classes. However, such students are supposed to go to the library or common rooms and make use of the time in a constructive manner.

- Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

## **MARKING ATTENDANCE**

- Staff members must take attendance within the first 5 minutes of starting the period.

- Staff have to update the attendance in the software before leaving the campus.

Faculty are advised to refrain from awarding punishments like Refraining attendance when the student is in class.

- Faculty have to call the ward's parents who are regular absentees.
- Faculty need to collect the leave form from students who were absent.
- Trouble makers in the classrooms must be reported to the HOD/Principal / Discipline committee
- Students violating dress code must not be allowed to attend the lectures, laboratories and Library without paying fine. Faculty members must report such cases to the Admin office.



## **COURSE DIARY**

- Every lecturer must submit a course plan for the semester at the beginning of the semester for each subject offered during semester/year as per the specified format.

Daily lecture details have to be updated in the Journal and submitted to the HOD for review at the end of every month.

- Syllabus covered, Lecture notes for each period, date and time have to be updated in the logbook.

## **RESEARCH**

- Raise their research profile.
- Enhance the quality and volume of research.
- Publish articles in UGC recognised journals or Scopus journals.

## **CLASS ADJUSTMENT BEFORE GOING ON LEAVE**

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- In case of emergency, the Faculty have to take permission from the Principal and update HOD.

All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

## **INSTRUCTIONS FOR EXAM INVIGILATION**

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination.
- Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes before the commencement of the examination.

- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the half an hour of commencement of the Examination.
- Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.  
  
Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination as per the university norms
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent immediately. Invigilators should not take

the liberty of condoning the defaulters by giving an oral warning.

## **NORMS FOR UNIVERSITY PRACTICAL EXAMINATIONS**

- Practical examinations have to be conducted in the respective Laboratories.
- Both the examiners (Internal and External) have to assess the students for marks assigned for practical. Internal examiners have to brief the external examiners regarding

the allocation of marks for each component of practical activity.

- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the OMR sheet.

## **RESPONSIBILITIES OF HEAD OF THE DEPARTMENT (HOD)**

- The HOD will assist the Principal in the work assigned to him/her by the Principal.
- The HOD is also responsible to maintain the discipline of the department in association with the faculty in charge of discipline and teachers of each department.
- If required the HOD will supervise the teaching and methodology followed by the teachers.

The HOD is responsible to see that the code of conduct and behaviour is maintained by the teachers of his/her department.

- The HOD will maintain a record concerning the performance of the teachers of each department. The record should carry details regarding the pass percentage of students in the exams, number of papers presented by the faculty, seminars attended, special awards received, programmes organised for his or her section, number of times a faculty member was invited as chief guest for any function in other colleges, the outstanding achievement of the students of his or her section in curricular or cocurricular activities.
- The HOD is directly responsible for the overall discipline of the department. The members of the discipline team should assist the HOD in maintaining the discipline of each

department. No serious disciplinary action shall be taken without the written consent of the Principal.

The HOD may call for parents of students to discuss the problems and cases.

- The HOD should call for the meetings on the days prescribed.
- Meetings shall discuss various issues such as Academic performance of the students, co-curricular activities, performance of the students in the test papers, the discipline of the students, achievements of the staff, and upcoming programmes of the department. The report of the meeting shall be submitted to the Principal.
- The HOD shall go through the academic journal of the faculty members and make creative suggestions regarding the completion of classes.
- Academic journal and attendance register shall be submitted at the Principal's Office on the days prescribed.

- The HOD should prepare the time table for each semester and manpower planning for his or her respective department.

The HOD should ensure that the service rules and other rules and regulations are observed by the teachers and in the event of their non-compliance shall bring it to the notice of the Principal.

The HOD is responsible for the staff notice board. He shall make sure that all the relevant information is placed on the notice board and all the outdated and irrelevant information are removed by coordinating with the office attendants.

## **ROLE OF THE DEPARTMENT COORDINATOR**

- Department coordinators are responsible for the co-curricular activities of specific departments.



➤ The coordinator should take care of the respective department activities.

- The coordinator should organize the activity hours of his respective department.

For B.Com, BBM and BCA it is compulsory that each student should be exposed to at least one industrial visit in a semester.

- The Coordinator shall collect the names of the students of the respective department who are interested in representing the College for intercollegiate sports and cultural activities. The names should be approved by the Principal.

- The names of the students who represent the college for various intercollegiate activities must also be communicated to HOD and Mentors of respective classes.

- The coordinator shall collect the names of the student

coordinators for intramural and intercollegiate competitions/events and handover the same to the principal.

- The coordinator shall update the rest of the faculty members about the upcoming opportunities for attending and presenting papers for upcoming national and international seminars.

The coordinator shall be responsible for identifying and communicating with various agencies who offer value addition courses for their respective department.

- The coordinator shall be responsible for the department notice board. Should make sure that the notice board carries articles and information on the latest subjects.
- Must arrange for guest lecturers during the activity hours on relevant and informative topics.
- Must make an extra effort to improve the English speaking and writing skills of the students by coordinating with other faculty members of the department.

- All the associations' inaugurations and programmes shall be organized only after 2.00 pm.
- The coordinator must plan the schedule of the activities (action plan) for the current academic year and a copy should be submitted to the Principal.
- All the activities organized in the department must be informed to the HOD and to the other members of the department.

All the discussions regarding the association's activities with the students shall be held in any of the classrooms only during the free hours.

## **ROLE OF A MENTOR**

1. Every Mentor will have a section of students under his/her care.
2. The Mentor is solely responsible for the following aspects of the students under his/her care:

- To maintain the bio-data of every student of the group.
  - To monitor class attendance of the ward.
  - The regularity of the ward to the college.
  - The academic performance of the ward.
  - The demeanour of the ward on the campus.
  - To council the students if and when required or refer them to the students' counsellor as and when it is required.
  - To evaluate the group once a month at a convenient time.
  - To submit the evaluation report to the Principal on a monthly basis.
- To meet the parents if required.
- To report regularly to the Principal on the group.
  - To insist and ensure that students speak only English on the Campus.
3. The Mentor is responsible for the complete discipline of the group under her/his care.

4. The Mentor shall be a Philosopher, guide, friend, counsellor, and a teacher for the mentees.

## **DUTIES OF LAB-IN CHARGES**

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by technicians in a proper manner.
- The lab-In charge should take the necessary steps to procure additional equipment / other materials required through HOD.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.

The responsibility of the Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.

- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab classwork.
  - All the systems should be made ready for the practical exams.
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