



V.V.Sangha's

**S. K. College of Arts & Commerce,**

Dist: Vijayapur

**Talikoti**

State: Karnataka

*(Affiliated to Rani Channamma University, Belagavi)*



**HANDBOOK  
ON  
HUMAN VALUES, PROFESSIONAL ETHICS  
AND  
CODE OF CONDUCT FOR  
VARIOUS STAKEHOLDERS**

**2016-17**

## **VISION**

Excellence and Empowerment of Rural Youth through Quality Education.

## **MISSION**

Imparting Quality Education with discipline and developing the latest skills and competencies to enable the students to face the competitive world with confidence

## **OBJECTIVES**

- To provide quality education at a minimum cost so as to ensure social justice.
- To impart value-based education.
- To encourage students continue their education by offering financial support.
- To organize co-curricular and extracurricular activities for overall personality development of the students.
- To impart professional skills through innovative training programmes.
- To encourage teachers to participate in faculty development programmes
- To provide adequate encouragement to undertake research.
- To establish linkage with other institutions and research organization to promote teaching and research.
- To conduct Entrepreneurship Development Programmes to encourage self-employment among the students.
- To strengthen the college Gymkhana with modern equipments to promote sports and cultural activities.

## **CODE OF CONDUCT FOR PRINCIPAL**

- Should formulate plans and policies to achieve institutional objectives
- Should form various committees for smooth functioning of college work
- Should conduct meetings as and when required to monitor, manage and for Administration of the institution
- Should motivate teachers to enhance their knowledge and skills through Various development activities
- Should abide by the rules and regulation of the Sangha.
- Should interact with all the stakeholders of the institution

## **CODE OF CONDUCT FOR TEACHERS**

Code of conduct has many purposes and it acts as a guiding compass to teachers and motivates them to uphold honor and dignity of teaching profession.

- Should strive hard to uphold the reputation and dignity of teaching profession.
- Should be fair, caring and committed in the best interest of the students.
- Should promote all round development of students.
- Should acknowledge and respect the uniqueness, individuality, diversity and specific needs of students and should link them for promoting their holistic development.
- Should struggle in creating a spirit of self-help, sacrifice, patriotism, equality, liberty, fraternity and co-operation.
- Should promote a spirit of tolerance and mutual trust.
- Should try to evolve new methodologies for teaching, learning and evaluation.
- Should actively involve and motivate students to participate in co-curricular activities
- Should be fair, just impartial while caring out evaluation.
- Should work within the framework of relevant legislation and regulations of the college and university. Further they should not approach the court by passing the college and V.V.Sangha's authorities.
- Should interact with all the stakeholders of the institution
- Have to work strictly in accordance with the policies, procedures and guidelines of the state and central government and the policies of the college and university.

- Should not access/ download the irrelevant materials/information from the internet/ Wi-Fi facility granted to them by the institution.
- Should not engage in private tuitions or in any other activities that prevents him/her in executing responsibilities.
- Should not share any information issue in social media which is against the interest of institution\staff

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

- Should make use of office timings productively and efficiently.
- Should work with utmost co-operation while discharging their duties.
- Should maintain confidentiality in office matters.
- Should update their knowledge and skills in their field.
- Should inform well in advance about their non availability to the office.
- Should be accessible to the students during office hours.
- Should behave decently and in dignified manner with faculty and the students.
- Should adhere to the rules and regulations of the institution
- Should maintain honesty, fairness and integrity in the administration process

### **CODE OF CONDUCT FOR STUDENTS**

- Every student must carry his/her identity card while being present on the college premises
- Every student is expected to maintain cleanliness within the classroom ,laboratories and the campus in general
- Every student will remain answerable to the college authority for his/her activity and conduct on the college premises
- Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- Chewing paan, paan masala, gutka or any other tobacco product, smoking or consumption of any other intoxicating products is strictly prohibited  
Playing cards, spitting and loitering are strictly prohibited inside the college and hostel campus and shall invite severe punishment /disciplinary action.

- Use of phones is strictly prohibited during class hours
- Theft of/or damage to the property of the college, a member of the college community, or other personal or public property, on or off campus will be considered as punishable act
- During leisure hours, students are advised to use the library as maximum as possible
- Students should handle the college property with care damage to the furniture or any other property may lead to penalty or suspension from the college
- Indulging, in anti institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus or hostel are strongly prohibited as well as punishable.
- Without the permission of the principal, students are not allowed to circulate any printed materials within the college.
- Latecomers will not be entered in the classrooms.
- A student should maintain at least 75% attendance in the lecture of every subject and 100% overall performance Otherwise, he or she will be debarred from the university examination

### **FACILITIES OFFERED BY THE INSTITUTION FOR THE STUDENTS**

Apart from the essential facilities the college offers the following facilities to the students for their all round development.

- Gymkhana section provides opportunities to the students to witness to famous artists, literary personalities, educationalists, successful entrepreneurs and sports persons.
- Sports students are exempted from the tuition fees.
- The participants at university, State level and national level sports are given free hostel facilities.
- The college bears the expenses of the students who represent the college in Inter-collegiate, Zonal, Inter-zonal and state level activities by paying them TA & DA.
- Special care is taken of the students belonging to disadvantaged sections.
- Financial support is provided by the teachers to economically backward students.
- Top scorers of each class are given fee concession (One boy & One girl from each class)

- The college alumni extend their helping hands by contributing in monetary and non monetary forms.
- The library offers extra books to Divyanggan students.
- The library offers Best Library User Award to two students (One boy & One girl).
- Cash prizes and Endowment prizes are given to meritorious students.

  
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**PRINCIPAL**  
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