

SKE Society's
Govindram Seksaria Science College, Belagavi
Internal Quality Assurance Cell

Laboratory Code of Conduct for UG and PG Students

Majority of the experimental activities in the laboratory involve the use of hazardous chemicals or equipments that may pose a health or safety danger to both students and teachers, if not handled properly. To ensure a safe and healthy environment in our laboratories, the following Laboratory Code of Conduct has been developed for students. The students are provided two copies of this Code of Conduct during the first practical class. Both the code of conduct copies need to be signed by the student and parent or guardian. One copy has to be returned to the teacher/department concerned before and the second copy has to be affixed to the practical record book or journal of the student as a reminder of appropriate behavior.

GENERAL GUIDELINES

1. Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled. Handling of unauthorized chemicals is strictly prohibited.
2. Students are provided with laboratory manuals and they should follow the written instructions carefully. In case of any confusion or unsure of the procedure, get clarifications from teacher.
4. Students must not eat, drink or chew gum in the laboratory. Wash hands thoroughly after performing any laboratory activities.
5. Students should wear aprons and protective glasses for eyes. The girl students should take care of their veils/duppattas against burner fire. Students should avoid flammable clothing;

long hair should be tied back.

6. Students must properly dispose of all chemical waste as directed.
7. Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the staff immediately; no matter how insignificant it may appear. This should include **all injuries** such as cuts, burns or other signs of physical harm.
8. Students must never remove chemicals, equipment or supplies from the laboratory area. If required request the concerned laboratory attender or staff. They should not forget or leave a flame or hot plate unattended.
9. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately. After completion of the practicals carefully return the equipments washed, clean and dried.
10. Students must not do any mischief or fight with other students in the laboratory which might be hazardous.

VIOLATIONS, IF ANY, BY THE
STUDENT TO THIS LABORATORY CODE OF CONDUCT IS PUNISHABLE AS UNDER:

- 1st Offense: Verbal reprimand from the teacher, with a written record of the violation maintained. The teacher will put his remarks of the offense in the lab record. If this is a serious violation which may have caused harm to human health or the environment, the parent or guardian will also be notified.
- 2nd Offense: The student will be suspended from laboratory work immediately and sent to meet the Principal, with a disciplinary referral from the teacher. Written notification will be sent to the parent or guardian, with information specifying the

consequences should a third offense occur. The student will not be permitted to return to laboratory work for one week, with alternative work assignment(s) to be provided in a supervised setting as determined by the concerned teacher.

3rd Offense: The student will be suspended from laboratory immediately and sent to meet the Principal, with a disciplinary referral from the teacher. Written notification will be sent to the parent or guardian, and a mandatory meeting will be scheduled with the parents, teacher and principal. Depending on the seriousness of the offense, the student may be suspended from laboratory work for the remainder of the year. If this occurs, the student will be assigned alternative work assignment(s) to be provided in a supervised setting as determined by the building administration. In addition, the student may be required to submit an alternative assignment(s) to satisfy the course requirement.

STUDENT AGREEMENT

I, _____ (student's name), have read and understood the Student Laboratory Safety Code of Conduct set forth above. I realize that I must obey these rules to ensure my own safety and that of my fellow students and teachers. I will cooperate to the fullest extent with my teachers and fellow students to maintain a safe working environment in the laboratory. I am aware that violations of this safety code will result in disciplinary action as specified in the Code.

Student Name _____

Date:.....


/ IQAC Co-ordinator
GSS College, Belagavi


Principal
G. S. Sc. College, Belagavi

G.S.S. COLLEGE, BELGAUM.

LIBRARY CIRCULAR

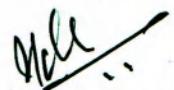
Library Norms for Staff Members:

- 1) College ID (with photo & barcode) will be issued to every member.
- 2) Staff members from degree college can borrow essential books (totaling **not more than 15 at any given time**) and staff members from PU college can borrow essential books (totaling **not more than 10 at any given time**).
- 3) Society Appointed teaching staff can borrow **not more than 5 books at any given time**.
- 4) Non-teaching staff can borrow **not more than 2 books at any given time**.
- 5) Staff members cannot borrow (University) Prescribed Text Books as they are reserved for students.
- 6) Reference works, Dictionaries, bound volumes of journals and 'Rare Books' to be read only in the Library. They are not for home issue.
- 7) Staff members need to sign in the Issue Register while taking books. Hence do not send chits/messages through peons or students.
- 8) It is the responsibility of the members to see that proper and correct entries are made in the Issue Register by the library staff.
- 9) IF A BOOK IS LOST BY BORROWER THEN HE/SHE SHOULD REPLACE THE BOOK.
- 10) If replacement is not possible, then an amount equal to **6 times** the price of the book (published after 1970) or **10 times** the price of the book (published before 1970) needs to be paid.
- 11) The criteria should be different for rare books. The librarian should take proper decision in this case

- 12) If a periodical is lost by any member, the matter should be reported in writing to the librarian. The periodical should be replaced immediately or 3 times the price of the magazine/periodical should be paid.
- 13) Rare Books will be given for Photocopying purpose only on the written permission of/endorsement by the Principal.
- 14) Books issued to Staff members are meant for their personal use only. They should not be passed on to students or other persons.
- 15) In case the book is not replaced within a fortnight the member will not be issued new book.
- 16) Every member has to clear the library account by the end of each academic year.



**IQAC Co-ordinator
GSS College, Belagavi**



**PRINCIPAL .
G.S.S. College, BGM.**

❖ **Library Rules for Students :**

- 1) A badge having barcode is issued to every member.
- 2) A reader's ticket and Identity card with his/her photo is issued to every member.
- 3) All cards should be renewed within a week from the date of admission and are not transferrable.
- 4) Every member is entitled to have one/two books at a time for home reading for a period of one week. The book will be issued to him in exchange of his/her reader's ticket.
- 5) The owner of the cards will be held responsible if it is misused.
- 6) If the book is lost or damaged by the borrower, he/she will have to furnish a new copy of the same edition or a later edition or have to pay the amount as per rules.
- 7) Journals, Dictionaries, Encyclopedias and 'Rare Books' will not be issued for Home issue.
- 8) Books, Periodicals, Furniture, Newspapers to be used utmost care.
- 9) Readers cannot take books, question paper and periodicals out of the library unless they are issued.



**IQAC Co-ordinator
GSS College, Belagavi**



**PRINCIPAL
G.S.S. College, BGM.**

Code of conduct of College Sports Activities

- **On play ground:**

1. I will not enter in to the college premise and on the ground without my Identity Card (ID)
2. I will not enter in to the competitions/ Events without proper sportswear.
3. I will use sports material provided to me by the department carefully. I will be held accountable for any damages/loss of material occurred in my custody.
4. I will be a responsible and engaged member of the team allotted to me.
5. I will strive to represent my team in and outside the college, and show respect for all members of the college and the broader community.
6. I will lead by example. I will remember that both my own and my team's reputations are at stake when I am participating in interclass and intercollegiate competitions in and outside of the college premises.

- **Academic Standing:**

1. I will assume full responsibility for my academic progress and achievement.
2. I will make every effort to stay in good academic standing.
3. I will attend all my classes unless excused for team travel and competition or some other legitimate reason.
4. I will seek additional academic help if necessary to improve or maintain my academic standing.

- **Schedule for practice session on the ground:**

1. I will always follow the Schedule of practice sessions decided by the college authority.

- **Travel as a College Ambassador:**

1. When travelling for competitions or training, I will behave responsibly and portray a positive image of college at all times.
2. I will submit the consent letter/ indemnity bond in the prescribed format well before dates of competition/Event dates.

- **Cyberspace:**

1. I acknowledge that I am required to comply with the Rules and Guidelines for Student-Athlete Use of Social Media.
2. I will not author, forward, or post vulgar or offensive notes, texts, photographs, or other content that reflect negatively on me, my team, other individuals, or the College, or that conflict with the spirit or intent of this Code or the Code of Student Responsibilities.
3. Whenever possible, I will discourage others from posting text or photographs that could be deemed unflattering or damaging to my, or others', reputation, or the reputations of the team or the College.

- **Alcohol and Drug Use:**

1. I will not consume alcoholic beverages on team trips or Sports events.
2. I will not use or distribute banned substances, including illegal and "performance enhancing drugs," or take prescription drugs unless they have been prescribed for me by a medical professional.

- **Violence:**

1. I will not engage in and will not be tolerant of violent acts, including assaults on persons or property, hate crimes, hazing (addressed more fully below), stalking, sexual violence, or any other conduct prohibited by law.
2. If I witness such acts perpetrated by others, I will report them to my coach or College authority immediately.
3. I acknowledge that the Department of sports may, in its discretion, immediately suspend me from my team and prohibit me from practice and competition until further notice in the event I am accused of a crime of violence or sexual assault.
4. I will not initiate or engage in non-consensual sexual contact or sexual harassment, and I acknowledge that all forms of harassment and non-consensual sexual contact are prohibited both by law and rules,

- **Hazing:**

1. I will not participate in hazing of any sort. I acknowledge that such acts, either in connection with membership on a College Sports team, participation in an informal or formal team activity, or for any other reason, are strictly prohibited.
2. I will refrain from any act, whether physical, mental, emotional, or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate another person.

- **Mandatory Advisement**

1. All student-athletes must meet with their Physical Education Director to discuss their schedule, and eligibility requirements prior to completions/ Events notification.
2. If you do not meet with your Physical Education Director for schedule approval prior to priority registration, your Sports hold will not be removed and will prevent registration.

- **Registration**

1. All students will be assigned early appointment times during the first two days of Priority Registration.
2. If you initially register during late Registration or make changes to your schedule following Late Registration your Sports grant-in-aid will not cover your late registration fees.

- **Dropping a Class**

1. You must have written permission from the Physical Education Director for Participation in any sports competitions/Events in order to drop a class.

Holdings to prepared

- **Time schedule for Playing on the College Ground:**

1. For all students of GSS College

Monday to Friday : 10:30 AM to 04:30PM


Saturday : 10:30 AM to 02:00PM

2. Team practice sessions

Monday to Saturday: 06:30 AM to 08:30AM

• **Rules of Sports Department:**

1. Students are not allowed on the ground without my Identity Card (ID)
2. Sports material provided to students by the department should be used carefully. Students will be held accountable for any damages/loss of material occurred in my custody.
3. Sports material shall be issued to students only for use in college premises.
4. Sport need to play only on the court specified for the particular sports activity.
5. Students should play indoor/outdoor game after class/practical hours or in their free time.


IOAC Co-ordinator
G.S. Sc. College, Belagavi


Principal
G. S. Sc. College, Belagavi

ICT Requisition Form

Fill in the form to request new ICT infrastructure (Hardware and Software) or repair and maintenance requests.

The IT Protocol is as follows -

1. New item procurement

Please fill in the form and submit. The IT Manager will process it and contact you. Management sanction may take around 1 week. Please take the timeline into account when making a request.

2. Repairs

Repairs are a priority. Please call Pierre Carvalho (IT Manager) to verify and do initial troubleshooting. In case he is unavailable, contact the service providers at your disposal to fix the issue as soon as possible. Please fill in the form within the day so that the paperwork can be processed.

*Required

NAME OF THE COMPUTER

Check for Tag on your computer. If none is found, leave blank

Your answer

NAME OF THE INSTITUTION

Choose

NAME OF THE DEPARTMENT

Your answer

NAME OF THE PERSON MAKING THE REQUEST

Your answer

EMAIL ID

Your answer

PHONE NUMBER

Your answer

Please choose the type of service required *

- New Hardware
- New Software
- Repairs

Next

Never submit passwords through Google Forms.

This form was created inside Rani Parvati Devi College. [Report Abuse](#)

Google Forms


IQAC Co-ordinator
GSS College, Belagavi


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G.S.Sc. College, Belagavi

496
18 FEB 2020

QUOTATION

EVON TECHNOLOGIES

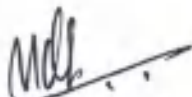
Congress Road Belgaum

The Principal
GSS College
Tilakwadi
Belagavi, Karnataka 590006

Domain Name (.com)	1	₹1000.00	₹1000.00
Web Hosting	1	₹5,000	₹5,000.00
Website Development Design & Development Fees	1	₹13,000.00	₹13,000.00
Total:			₹19,000.00
Amount Due (INR):			₹19,000.00


HEAD

Department of Computer Science
G. S. Sc. College, Belgaum


PRINCIPAL
G.S.Sc. College, Belagavi


ICAC Co-ordinator
GSS College, Belagavi


PRINCIPAL
G.S.Sc. College, Belagavi

496
18 FEB 2020

QUOTATION

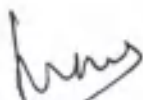


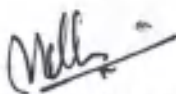
Nikjam Domains
#3827, Ramteerth Nagar
Belgaum, Karnataka 590016
India

+91 9986769711


T. Principal
GSS College
Tilakwadi
Belagavi, Karnataka 590006
India

Domain Name (.com)	1	₹800.00	₹800.00
Web Hosting	1	₹3,200.00	₹3,200.00
Website Development Design & Development Fees	1	₹10,000.00	₹10,000.00
Total:			₹14,000.00
Amount Due (INR):			₹14,000.00


HEAD
Department of Computer Science
G. S. Sc. College, Belgaum


PRINCIPAL
G.S.Sc. College, Belagavi


IQAC Co-ordinator
GSS College, Belagavi


PRINCIPAL
G.S.Sc. College, Belagavi



INVOICE

Nikjam Domains
#3827, Ramteerth Nagar
Belgaum, Karnataka 590016
India

+919986551965

BILL TO
The Principal
GSS College
Tilakwadi
Belagavi, Karnataka 590006
India

Invoice Number: NWS-2032

Invoice Date: January 4, 2020

Payment Due: January 4, 2020

Amount Due (INR): ₹14,000.00

Items	Quantity	Price	Amount
Domain Name (.com) Registration of gssmentors.com	1	₹800.00	₹800.00
Web Hosting Linux Hosting - 1 Year	1	₹3,200.00	₹3,200.00
Website Development Design & Development Fees	1	₹10,000.00	₹10,000.00
Total:			₹14,000.00
Amount Due (INR):			₹14,000.00

Notes

1. Invoices are payable for all services in advance, on or before the due date.
2. Services will be suspended, if payment is not received by the due date & will subsequently be terminated.
3. Nikjam Domains will not be liable for loss of data arising out of termination due to non-payment of dues.

Department of Computer
G. S. Sc. College, Belgaum

IQAC Co-ordinator
GSS College, Belagavi

PRINCIPAL
Govindram Seksaria Science College
BELGAUM,

Thank you for your business!

01/01/2021

To,

The Principal,
GSS College, Tilakwadi,
Belgaum

From,

Nikhil T James
Webscalar Internet Services,
Belgaum

Dear Sir,

This is to inform you of the upcoming renewal of your website domain and hosting service – GSSMENTORS.COM on January 04, 2021. We request to kindly renew the same for a period of 3 years to facilitate uninterrupted service.

Kindly let us know at the earliest so that we can proceed with the same.

Best Regards,

Nikhil T James


Managing Partner


WEBSCLAR INTERNET SERVICES

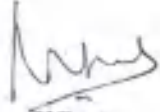
Belgaum - INDIA

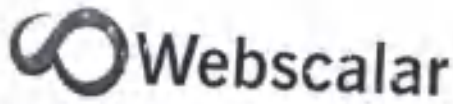
WEBSCLAR INTERNET SERVICES

#1244, 3rd Floor, Dr. R. K. Marg, Hindwadi, Belgaum - 590011


IQAC Co-ordinator
GSS College, Belagavi


PRINCIPAL
Jovindram Seksaria Science College
BELGAUM,


HEAD
Department of Computer Science
G. S. Sc. College, Belgaum



Webbscalar Internet Services
#1344, 3rd Floor, "Shanti Kunj",
Dr. R.K.Marg, Hindwadi
Belgaum - 590011, Karnataka, India
GSTIN 29AABFW7270K1ZM

TAX INVOICE

WIS-2021-000046

Balance Due
₹14,160.00

Bill To
GSS College
Tilakwadi
Belgaum - , Karnataka, India

Invoice Date : 04/02/2021
Terms : Due on Receipt
Due Date : 04/02/2021

Place Of Supply: Karnataka (29)

#	Item & Description	SAC	Qty	Rate	Amount
1	Domain Renewal gssmentors.com (Jan 2021 - Jan 2024)	998319	3.00 Year(s)	800.00	2,400.00
2	Web Hosting gssmentors.com (Jan 2021 - Jan 2024)	998315	3.00 Year(s)	3,200.00	9,600.00

Sub Total 12,000.00

CGST9 (9%) 1,080.00

SGST9 (9%) 1,080.00

Total ₹14,160.00

Balance Due ₹14,160.00

Total in Words: *Rupees Fourteen Thousand
One Hundred Sixty Only*


Please make the cheques payable to **WEBSCLAR INTERNET SERVICES**

Terms & Conditions

1. Invoices are payable for all services in advance, on or before the due date.
2. Services will be suspended, if payment is not received by the due date & will subsequently be terminated.
3. Webscalar internet Services will not be liable for loss of data arising out of termination due to non-payment of dues.
4. Taxes will be charged at prevailing government rates.


IQAC Co-ordinator
GSS College, Belagavi


HEAD
Department of Computer Services
G. S. Sc. College, Belgaum


PRINCIPAL
Juvindram Seksaria Science College
BELGAUM.

Thank you for choosing Webscalar, we appreciate your business.





DOMAINS, WEBSITES, HOSTING

496 INVOIC
18 FEB 2020

Nikhil James

Nikjam Domai
#3827, Ramteerth Naç
Belgaum, Karnataka 5900
Inr

+9199865519

BILL TO
The Principal
GSS College
Tilakwadi
Belagavi, Karnataka 590006
India

Invoice Number: NWS-2032
Invoice Date: January 4, 2020
Payment Due: January 4, 2020
Amount Due (INR): ₹14,000.00

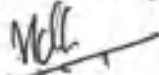
Items	Quantity	Price	Amount
Domain Name (.com) Registration of gssmentors.com	1	₹800.00	₹800.00
Web Hosting Linux Hosting - 1 Year	1	₹3,200.00	₹3,200.00
Website Development Design & Development Fees	1	₹10,000.00	₹10,000.00
Total:			₹14,000.00
Amount Due (INR):			₹14,000.00

Notes

1. Invoices are payable for all services in advance, on or before the due date.
2. Services will be suspended, if payment is not received by the due date & will subsequently be terminated.
3. Nikjam Domains will not be liable for loss of data arising out of termination due to non-payment of dues.
4. The cheque should be drawn on the name of Proprietor **NIKHIL JAMES**


HEAD
Department of Computer Science
G. S. So. College, Belgaum


PRINCIPAL
G.S.Sc. College, Belagavi

Paid & Cancelled

Principal

Thank you for your business!


IQAC Co-ordinator
GSS College, Belagavi

496
18 FEB 2020

QUOTATION

ITBROAD TECHNOLOGIES

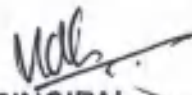
#63 AZAM NAGAR BELGAUM


The Principal
GSS College
Tilakwadi
Belagavi, Karnataka 590006
India


Domain Name (.com)	1	₹1000.00	₹1000.00
Web Hosting	1	₹5,000	₹5,000.00
Website Development Design & Development Fees	1	₹15,000.00	₹15,000.00
		Total:	₹21,000.00
		Amount Due (INR):	₹21,000.00


HEAD

Department of Computer Science
G. S. Sc. College, Belgaum


PRINCIPAL
G.S.Sc. College, Belagavi


IQAC Co-ordinator
GSS College, Belagavi


PRINCIPAL
G.S.Sc. College, Belagavi

यूनियन बैंक Union Bank of India

आर पी डी कॉलेज कम्पाउंड तिलकवाडी, बेलगांव - 590 006
R.p.d.college Compound, Tilakwadi, Belgaum - 590 006
IFS Code : UBIN0552780

VALID FOR 3 MONTHS FROM THE DATE OF ISSUE


DATE 02 FEB 2021

PAY Webscalar Internet Services, Belgaum या धारक को OR BEARER
रुपये RUPEES Fourteen thousand one hundred sixty only -

अदा करें ₹ 14160=00

खाता सं A/c No. 527802010004893
चेक नं Cheque No. 02179362


For PRINCIPAL GOVINDRAM SEKSARIA SCIENCE COLLEGE BELGAUM



Principal Chairman / Vice-Chairman
Authorised Signatory / Authorised Signatory

भारत की हमारी सभी शाखाओं में सममूल्य पर देय
PAYABLE AT PAR AT ALL OUR BRANCHES IN INDIA

PLEASE SIGN ABOVE THIS LINE

⑈ 179362⑈ 590026010⑈ 527800⑈ 31


IQAC Co-ordinator
GSS College, Belagavi


PRINCIPAL
Govindram Seksaria Science College
BELGAUM.