

Any other info 7.1.10



SKE Society's
Govindram Seksaria Science College,
Belagavi

Affiliated to Rani Channamma University, Belagavi
NAAC Re-accredited with Grade "A" (CGPA 3.03-Fourth Cycle)


Website: gsssbgm.edu.in

**CODE OF CONDUCT
FOR
STUDENTS, TEACHERS,
GOVERNING BODY AND
ADMINISTRATION**




IQAC Co-ordinator
GSS College, Belagavi


PRINCIPAL
G.S.Sc. College, Belagavi


Head
Dept. of Botany
GSS College, Belagavi.

Code of Conduct for Students:

The students are expected to maintain a high standard of discipline and uphold the reputation of the institution. They should refrain from involving themselves in party politics and anti-social activities. Violation of this will be strongly dealt with. The students are personally responsible for the college properties like the furniture electric fittings, lab equipments etc. In case of any damage, penalty will be levied.

- Students are requested to maintain highest standard of behaviour and discipline both inside and outside the college.
- The students should follow the Dress Code.
- The students should wear the ID cards compulsorily in the college.
- The students should keep the campus clean.
- Cycles and two wheelers must be parked only in the parking stands provided.
- Ragging is not allowed in the campus.
- The students should not use bad words in the college. The students should speak politely with all.
- Student should be present five minutes before the commence of the class.
- If the class is off, they should not disturb the neighbouring classes, they should go to the library or the gymkhana.
- Do not litter in the class.
- Switch of the fans and lights if leaving the class after every lectures.
- Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, obscenity in speech and action etc. are liable for disciplinary action which includes expulsion from the college.
- Attendance to the college functions like Association Meetings, College assembly, Seminars, Group discussions, Industrial visits, Viva Voce etc. are mandatory to all students.
- The Principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is disturbing the and discipline order of the college
- Eating of gutka and alcohol is banned.
- Do not damage plants, labels and pluck flowers in college campus.

- Respect and behave properly with your juniors, teachers and nonteaching.
- Students should be present for the functions and programmes organised in the campus.
- Students should keep the washrooms clean.
- Students should have their lunch in the space provided in the campus.
- Maintain proper queue and discipline in office when submitting or receiving any documents.
- Pay the college and exam fees in time.
- Submit the assignments and projects in time.
- Be punctual to the class.
- Be 15 minutes early before writing internal test or Exams.
- Do not copy or discuss when writing in Exams.

Attendance

- Each student should earn 85% attendance to appear for the end semester examination.
- Leave letter should be submitted before taking leave. The leave letter should have the signatures of the parents and reason.
- If the student remains ill, they should provide the medical certificate on the day of joining to college.
- On emergency if they want to go during college functioning, they should take permission from the head of the department.

Library Rules for Students:

- A reader's ticket with his/her photo & bar-coding will be issued to every member.
- Every member is entitled to have one book 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. If the students fail to return the book in time, an overdue charge of Rs.10/- per day will be charged.
- If the book is lost or damaged, the borrower will have to furnish a new copy of the same edition or a later edition or have to pay the amount as per rules.
- Bound volumes of Journals, Dictionaries, Encyclopedias and 'Rare Books' will not be issued for Home issue.

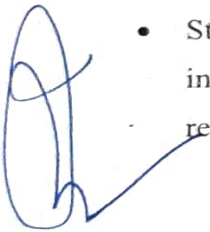
- The Reader's Ticket must be preserved very carefully. If it is lost, the book will not be issued to such students, unless he/she makes a duplicate card with penalty.
- Library deposit will be refunded only if the Reader's Ticket is returned and if there are no dues from the student.
- Selected student from TBL (Text Book Loan) list will get a set of 2 to 4 text books or reference books for his use for the whole year.
- A nominal maintenance charge will have to be paid.
- The books are to be returned in good condition within three days, otherwise overdue charges will be charged from fourth day after the examination.

Rules & Regulations for Hostel:

- Allotment of hostel rooms is made at the beginning of Monsoon Semester every year for two academic sessions excluding special Examination 2 Summer Programme of any. At the expiry of the allotment period the allotment stands cancelled automatically in the case the room is not handed over after expiry date of if a student is absent for 7 days or more without prior permission from the hostel Warden the hostel authority will take possession of the room and will not be responsible for loss or damage of personal belongings if any.
- Under special Circumstances the Warden may permit the student's mother or sister in reside in the hostel room for a limited period of time.
- A student shall reside in a room allotted to her and may change to other room only by the permission of the hostel warden after giving appropriate and valid reasons for the same. The TV room/shall have to be utilized for any sort of group discussions.
- Student shall be required to keep one key of their respective rooms with the warden and need to make their rooms available whenever the college authority requires rooms to accommodate outstation students or for repairs or during maintenance. Etc.,
- It is responsibility of student to safeguard all properties including furniture, fittings and different gadgets of the hostel. They should generally assist the hostel warden in ensuring proper use of facilities. In case of damage or loss of any of the institute property from the room, the occupant (s) will be directly responsible and elsewhere it will be the collective responsibility of hostel

occupants. The authorities will recover the loss individually or collectively as the case may be. In this respect the action of hostel Warden will be final.

- Use of electric appliance like heaters / high electric power consuming gadgets (irons, electric heaters) and cooling inside the room are strictly prohibited.
- Students should wear proper dresses in the hostel. They should not display absence poster or calendars, wall writing, etc., in the room or anywhere in the hostel.
- All students must be present for the roll call at 7:30 P.M. and girls are not supposed to be seen outside the hostel premises once the roll call is over.
- Students should not indulge in any act which brings the Institute and members of faculty, officials or authority into disrepute.
- **Timings**
 - i) TV Room timing will be 9 P.M. to 10 P.M. on weekdays including Saturday and on Sunday's timing will be 3 P.M. to 10 P.M. This is on days when there are no examinations being conducted.
 - ii) The gate of the girl's hostel will be closed at 9:30 P.M.
 - iii) The girls are not supposed to be seen outside the college main gate after 6:30 P.M.
 - iv) Mess timings will be explained in detail at the time of admission.
- Guests/visitors are not allowed to enter / stay inside the rooms. However, parents are permitted to meet their daughters in the TV room hall before 7:30 P.M.
- Student must submit a leave letter in the prescribed Pro-Forma to the hostel warden before leaving the station stating reason, period, destination and giving appropriate contact numbers and address. Parents are required to call and intimate the warden once the student reaches her destination. Any stay in the relatives or friend's house is permitted only after the parents call and intimate the warden.
- Students should not indulge in acts which disrupt the running of the hostel of institute or environment conducive to the pursuit of knowledge or harmonious relationship among different people living in the campus.



- The student must not be involved directly or indirectly in fighting ragging use of abusive language, etc., Screening of films/video shows in the hostel without prior permission is strictly prohibited.
- The hostel authorities are not responsible for the Examination Results of the hostel inmates.
- All students must abide by the rules and regulations of the hostel as may be framed from time to time.
- All students are required to follow a good and orderly behaviour, failing of which will attract disciplinary act.
- Violation of any of the above rules will attract disciplinary action.

Code of conduct for teachers:

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

Teachers and their Responsibilities:

- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work conscientiously and with dedication.
- Engage the lectures regularly and start in time.
- Complete the portion allotted on time.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including invigilation and evaluation.
- Write in movement register whenever you go outside the campus during college hours.
- Participate in the co-curricular and extra-curricular and extension activities including community service.

- Be impartial with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Encourage students to participate in extracurricular activities, extension programmes, cultural activities, sports etc
- Develop scientific temper and research interest for contributing to the society.
- Prior written permission is required from the Principal at least a day in advance while availing OOD.
- Not more than 25% of staff members in a department will be allowed to go on OOD on a particular day.
- Medical Leave will be sanctioned only for medical reasons. Medical Certificate must be submitted along with such leave application.
- Mentor system must be effectively implemented. Teachers shall monitor the respective group of students who are allotted to them.
- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should sign the attendance register and do biometric in time while reporting and when they finish their duty.
- Teachers are expected to attend Departmental, academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- Teachers are expected to volunteer, to take up extra classes for students of certificate, Diploma and other Career Oriented Programmes.

Library Rules for Teachers:

- A college ID with his/her photo & bar-coding will be issued to every member.
- Though members of staff are allowed to take home essential books, the maximum number of books, will not normally exceed 25 books at a time. Members of staff can have only one copy each of the text books they are actually teaching.
- Temporary teaching staff are allowed to have not more than 5 books at a time.
- Non-teaching staff are allowed to have not more than 2 books at a time.

- Reference works, dictionaries, bound volumes of journals and 'rare books' are not for home issue.
- Books will be issued to members of staff directly on their signing the issue register in the library. Chits, messages through peons or students will not be entertained.
- If any book is lost by the borrower, then he/she should replace the book.
- If the book is not available then the fine paid should be six times the price of the book, if the is published after 1970 and if it is published before 1970 the fine should be ten times the price of the book.
- The criteria should be different for rare books. The librarian should take proper decision in this case.
- Books issued to members of staff are meant for their personal use only. Members of staff are not allowed to pass on the books to students or other persons.
- It is the responsibility of the members to see that proper entries are made in the issue register by the library staff.
- If a book or a periodical is lost by any member, the matter should be reported immediately to the librarian in writing and as far as possible the book/periodical should be replaced immediately.
- In case the book is not replaced within a fortnight the member will not be issued new book.
- It is the responsibility of every member taking an 'out of print' or 'rare book' to see that it is returned to the library without fail. If such books are lost, a very serious view may take of such losses.
- No complaint from any member regarding wrong entries made by the library staff will be entertained at the end of the year.
- Every member has to clear the library account by the end of each academic year.

Guidelines to Head of the Institutions and Head of the Departments:

- Inform the Chairman / Secretary and Administrative Committee immediately when the funds are received from Government to UGC or any other department along with copy of the letter received.
- Prepare the item wise budget in consultation with Head of the concerned Department.

- Prepare item wise forms with specifications for the materials including make etc., for circulation to suppliers. Give required time with separate date for submission. Take approval of the administrative committee / Chairman, Secretary before circulation to suppliers.
- Obtain quotations for the items to be purchased from local reputed suppliers by circulations/publicity if required.
- Prepare statement of the quotations received from lowest to highest and submit the same to administrative committee for final approval and placing order,
- Check the material received whether they are as per specification and of standard make as ordered.
- Keep inward register in each department and record immediately after receipt and issue of materials.
- Make a list of outdated material for disposal along with resolution by the Managing Committee / Governing Council.

Code of conduct for Administration:

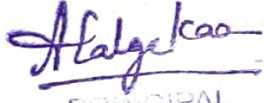
The Principal is the academic and administrative head of the institute and works for the growth of the institute. He implements the policies approved by the Board of Governing council the highest decision-making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council. He monitors admissions, examinations, evaluation for smooth functioning of the system. He is authorized to nominate Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council.

The Duties of the principal

- **General Administration** - On general administrative matters Principal shall be assisted by IQAC Co-ordinator, head of the department, senior faculty members and various committees.
- In matters related to decision implementation, the Principal is assisted by the Governing Body and Academic council of the college.

- In matter of admissions, Coordinator, Admissions Committee will assist the Principal.
- An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this exercise, coordinator of time-tables along with the various Heads of the Departments extend support to the principal.
- Shall closely observe various academic activities like conduct of science fests, conferences, seminars, workshops etc.
- Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal is assisted by College Exam committee.
- Principal shall also ensure quality assurance and he should be assisted by Co-ordinator, IQAC.
- He shall monitor, evaluate research, development and consultancy activities.
- He should advise the faculty members to get sponsored research projects from various funding agencies.
- He should look after overall welfare of the staff and students.


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HUMAN VALUES

AND
PROFESSIONAL ETHICS


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HUMAN VALUES AND PROFESSIONAL ETHICS

About college

Govindram Seksaria Science (familiar as GSS) College is known for quality education and the all-round development of students. The College regards itself as an academic community where scholars, both students and teachers, have the freedom and responsibility to communicate, imbibe and enlarge mankind's store of knowledge. It stands for academic excellence and endeavours to create an environment, which generates love for learning, habits of critical thought and effective communication. The college thereby aims to equip its students with an intellectual, social and ethical outlook that will make them productive members of the society.

Vision: "Be a centre for excellence in science education to build strong future generations for a vibrant and self-reliant nation".

Mission: "To commit ourselves to achieve our vision through relentless pursuit of knowledge, ensuring creativity and critical thinking, fostering human values and patriotic fervour".

Our college has a large number of students coming from the surrounding villages. The number of girl students is more in number. Almost 60% of the students are girls. Even though they are financially poor, they are highly talented and hardworking. Our main aim is to provide an opportunity to these rural students to pursue higher education for their development and progress of the family and society.

Values and ethics for Governing Body.

Governing Body

The function of the governing body is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would

1. Work in the best interest of the Institute.
2. Work with co-operation with fellow members in carrying out their responsibilities.



3. Act honestly and in good faith at all times in achieving institute's intended outcomes.
4. Maintain the confidentiality of information.

Administration

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximise their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely for redressal the genuine grievances.
5. Maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.

Teachers

1. Creating an environment of mutual respect, trustworthy and quality interaction as well as fair participation by functionaries and beneficiaries of the institution.
2. Be loyal to the institute.
3. The individual should take the responsibility and complete the assigned work.
4. The individual should develop positive mental Attitude.
5. Be passionate about your occupation
6. Be punctual and manage time properly.
7. Be committed for the assigned work.
8. Develop empathy for good human relation and transaction
9. Appreciate the success of others.
10. Develop good behaviour, manners, good relationship and helpfulness.
11. Keep Maintain good hygiene, good habits and tidy appearance.



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- Share knowledge with your colleagues.
12. Develop the spirit of patriotism.
14. Respect others' ideas, words and actions.
15. Show respect to the feelings of others and preserve the interest of all others concerned.
16. One should keep one's word or promise.
17. Accept and face risk.
18. There should be co-operation among the staff for smooth functioning of department.
19. Develop good character to develop good relationship with others.
20. Refrain from any type of discrimination
21. Act as a role model for students by displaying good conduct, set a standard of dress, speech and behaviour worthy of example to the students.
22. Act as a friend, philosopher and guide to students.
23. Help students in identifying their potential and support through counselling and mentoring.
24. Create a conducive environment for teaching-learning process and strive for innovative practices and knowledge creation.
25. Refrain from harassment of students in any form.

Students

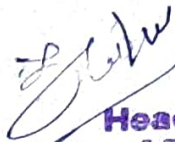
Students should make the best use of the golden part of their lives in the college by devoting their energy for learning and developing a wholesome personality.

1. Remain punctual, disciplined and regular in attending classes.
2. Behave with dignity and courtesy with teachers, staff and fellow students.
3. Act as a role model for the junior students by attaining the highest level of values and morality.
4. Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
5. Keep the campus and surroundings clean.
6. Protect institutional property.
7. Behave properly outside the campus (educational tour/visit or excursion).
8. Be honest in providing only truthful information on all documents.
9. Maintain the highest standards of academic integrity while presenting own academic work.



10. Help teachers in maintaining the learning environment conducive for all students.
11. Strive to keep campus free from ragging.




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STUDENTS ATTRIBUTES
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INSTITUTION


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Students Attributes facilitated by the institution

1. Students are encouraged to become independent with deep sense of national loyalty and commitment to nation building.
2. Students are guided to pursue higher education at overseas. Our alumni occupy eminent positions globally.
3. Various certificate courses provided, enable the students to become self-employed and entrepreneurs.
4. Social service is installed in our students by encouraging them to participate in NSS, NCC, YRC, Rangers and Rovers, Rotaract club etc.
5. Some of our Alumni have started their own NGO and Lakshya group of college which work for the betterment of society and during national calamities.
6. Our college organizes many personality development programme to develop overall personality of the students.
7. German language learning course for students and society to get opportunities to do research and higher education in Germany.
8. We motivate students and train them in sports to develop confidence, team spirit and participate in state and national sports events.


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