



D.V.S. College of Arts & Science, Shimoga

(Permanently Affiliated to Kuvempu University)

(Accredited from National Assessment & Accreditation Council at the B+ Level)

Sir M.V.Road, Post Box No.81, SHIVAMOGGA-577201,Karnataka State



CODE OF CONDUCT FOR STUDENTS

- Students should wear ID card in the College Premises.
- Attendance and Uniform are Compulsory.
- Students are expected to remain in classrooms during class hours.
- Students should spend their leisure time in library/reading room.
- Students are not expected to play indoor or outdoor games in the college premises during class hours.
- Loitering in corridor and in the premises is strictly prohibited.
- Writing on walls, desks, damaging college property, misbehaving in the class and in the campus, creating nuisance to others and in the class is strictly prohibited. If such incident is caused by any student it is seriously punishable.
- The students of our college shall not entertain their friends from outside to the college campus.
- Unnecessary use of cell phones during class hours in the campus is strictly prohibited.
- (Games, entertainment purpose, use of social media, clicking photos selfies & making reels)
- Students should produce identity card on demand by the college authorities.
- Violating the disciplinary rules and regulations in the college campus will be severely dealt with and may attract suspension followed by expulsion from the college.
- Students should not involve in ragging or sexual harassment.
- Smoking and use of drugs is strictly prohibited.
- Students should be aware of maintaining green and environmental hygiene by avoiding use of plastic.


Principal
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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- The staff of the Institute is responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damage to the Institute's assets including all kinds of physical assets, movable and immovable property.
- The staff should be aware of maintaining green and environmental hygiene by avoiding use of plastic.
- Cell phones must be made silent in College premises and avoid using phones in corridors.
- All the staff members should follow the rules and regulations of the Institution as are prevalent from time to time.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy; physical features, disability or impairment (physical disability or medical status).
- Staff members must appear in good and decent official dress on all working days.
- Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer.
- Do not attend cell phone calls while in class or laboratory or library.
- The administrative staff should familiarize themselves with College policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.
- The administrative staff should not be engaged in any inappropriate relationship with students.
- Staff members shall join hands with college management committee and head of the institution to maintain calmness, discipline and regularity in college premises.
- Staff members must be prepared to attend to the problems of stake holders.
- The staff must be ready to accept any additional responsibility or work assigned by college management committee.


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- The Staff should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- The Staff should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

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CODE OF CONDUCT FOR OFFICE STAFF

- The administrative staff should acquaint themselves with the college policies and adhere to them to their best ability
- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the college authority.
- The administrative staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students
- The Office staff should be aware of maintaining green and environmental hygiene by avoiding use of plastic.


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CODE OF CONDUCT FOR COLLEGE MANAGEMENT COMMITTEE

- College management committee is ultimate policy making body.
- CMC Shall Promote Policies to Regulate and monitor all activities in the college from the point of delivering quality education.
- CMC shall take all measures and initiatives to preserve calmness and maintain discipline in college campus.
- The members of CMC may someone any staff to its office for interaction/negotiation/enquiry etc.
- CMC can initiate disciplinary action against student/staff for violation of rules, regulations and policies formulated by the management.
- CMC Members can visit Principals chamber/Office/Department/Classroom/Canteen/Library with or without intimation.
- CMC shall take reasonable time to concede to requirements or requests submitted by head of the institution/ office/ Department/staff.
- CMC shall provide the services of required staff (teaching and non teaching) against the request submitted by the principal.
- CMC shall implement all its policies through the head of the institution.
- CMC can direct the staff to be present in college on a holiday if necessary.
- CMC can assign any additional responsibility or work to any staff at any point in time.
- CMC should be aware of maintaining green and environmental hygiene by avoiding use of plastic.


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CODE OF CONDUCT FOR VISITORS

- No outsider shall enter the college premises without permission from the competent authority.
- Visitor shall affix his signature along with his name in the visitors book.
- Visitor shall notify in the visitor book the purpose of his visit and the person he wants to meet.
- Visitors shall not go to places in college other than permitted places.
- Visitors shall not enter the premises in group.
- Visitors are allowed to meet head of the institution or faculty members during the specified time.
- Visitors shall not make unnecessary sound or indulge in conversation/argument in college premises.
- Visitors shall park the vehicles in the parking zone.
- Visitors shall be required to adhere to general rules of good conduct and behaviour.
- Visitors may register written complaints or grievances and submit the same to head of the institution.
- Visitors should be aware of maintaining green and environmental hygiene by avoiding use of plastic.


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