

**Vivekananda Degree College
Rajajinagar, Bangalore-55**

CODE OF CONDUCT FOR STUDENTS

Institution has formulated code of conduct to improve overall development of students. It promotes the professional behavior and academic integrity.

1. Students are expected to maintain the highest standard of discipline and dignified manner of behavior inside as well as outside the college campus.
2. They shall abide by the rules-regulations of the college. Should act in the way that highlights the discipline and esteem of the college.
3. Students must be punctual and adhere to college timings strictly, report to classes, tests, examinations and on all other activities of the college in time.
4. Every student shall have to put in a minimum attendance of 75% in all subjects to qualify for taking up final examination during the academic year.
5. Use of mobile phones is prohibited inside the class and is liable for punishment.
6. Students are expected to be in acceptable descent dress during their stay in the college campus.
7. Students must wear and display visibly their identity cards during college hours.
8. Students are not allowed to loiter or stand at the corridor of the college during class hours.
9. Students are strictly prohibited to invite their friends or any other outsider to the college campus.
10. Smoking, consumption of alcohol or narcotic drugs, chewing and spitting tobacco is strictly prohibited inside the college premises. Violation of this will invite discipline action or termination of admission without any notice.
11. Any form of ragging/sexual harassment/ gender discrimination is strictly prohibited inside the college campus, may observe serious action against such practices.
12. Damaging college property or properties of others is punishable offence.
13. The students are expected to keep the campus clean and neat.
14. The students are advised to spend their leisure time by utilizing the facilities extended in the library or reading room.
15. Students are advised to look to the notice board regularly for announcements of tests, examinations, and award of scholarships, shortage of attendance, sports, NCC, NSS activities and other useful information.


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Code of Conduct for Teaching Staff

1. Teacher's shall abide by the rules-regulations of the college.
2. Adhere to college timings strictly.
3. Every teacher of the college shall discharge their duties efficiently and diligently to match with the academic standards.
4. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
5. Seek to make professional growth continuous through study and research.
6. Strive to improve education and profession through the participation in seminars, conferences, workshops etc.
7. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
8. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.
9. Participate in extension, co-curricular and extra-curricular activities including community service.
10. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



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Code of Conduct for Non-Teaching Staff

1. Every one of non-teaching staff of the college shall discharge duties efficiently and diligently to match with the administrative standards and performance.
2. Maintain their professional knowledge & skills updated professionally for the proper discharge of duties assigned.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
7. Should adhere the Professional Ethics and Code of Conduct of the institution.
8. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
9. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
10. Every employee possesses identity as an Employee of the college.



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Code of conduct of college library for the students of the college

1. Library card will be issued only after producing the admission receipt.
2. Students are prohibited from carrying text books, note books etc. into the library. They are allowed to carry only loose sheets
3. Students are informed to keep the required books in the circulation counter and wait till the books are issued by the library staff.
4. Students are directed not to take the books out of the Library without official Issue seal.
5. Students are permitted to keep the books for 15 days from the date of issue and after the due date a fine of Rs. 1/ per day will be collected till they return the books.
6. Hall-ticket will be issued to such students who obtain "No Due Certificate" from Library only after producing the library cards.
7. Students are informed to check and report any damages or scratches in the books to the Library staff, before taking the book from the Library. If prior information is not given, then it will be considered as damaged, and charges will be claimed by the Library.
8. SC/ST Students are permitted to take 2 books from the Library under Book bank scheme' in addition to usual books. The Students who have taken under Book bank scheme' can keep the same till the end of the academic year and have to submit to the library on the last day of the Examination


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