



**Modern Education Society's
M.M. Arts and Science College, Sirsi -581402 (Uttara
Kannada) Karnataka**

Affiliated to Karnataka University, Dharwad
Reaccredited at the "B " grade by NAAC, III Cycle



HANDBOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for
the Students, Principal Teaching Staff & Non-Teaching Staff)

Prepared by:

**INTERNAL QUALITY ASSURANCE CELL
(I.Q.A.C)**

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PREAMBLE

Institute has formulated a Code of Conduct to improve the overall development of students and teachers by creating an effective teaching–learning atmosphere. It promotes professional behavior and academic integrity. The reputation of the institute depends on the academic performance as well as the behavior of the students. **“Self-Discipline is the Best Discipline”** The purpose of this code of conduct is to make the students, Teachers, College Departments/Cells / Committees familiar with the rules and regulations of the College and to progress towards the achievement of the College's mission and vision.

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence, and an Educational Atmosphere on the College premises. Therefore, all students of the College are introducing the following code of conduct which must be followed by every student of the college.

Vision:

“Nation Building through Human Resource Development. Enabling the Learners to face the Challenge of changes with an Emphasis on Individuality and Innovation”.

Mission:

“Empowering the Learners with Knowledge and Skills Required for Employability.

Enhancing their Competency by imparting Quality Education with a focus on Nurturing of Values”

Objectives:

Goals and Objectives of the College

- * To impart education to all interested persons irrespective of Caste, religion, sex, academic performance, or economic status.
- * To improve the academic standard of all the students enrolled.
- * To encourage the other personality development programs mainly under the following heads:

- a) General Knowledge enhancement.
- b) Art & Culture orientation.

- c) Communication Skill development.
- d) Leadership quality building.

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- e) Social responsibility awareness creation.
 - f) Physical health improvement.
 - g) Environment awareness creation.
 - h) Sports talent improvement.
 - i) Sportsman spirit inculcation.
- * To provide self-employment and Career guidance.
 - * To develop the Human resource.

Institution policy document

The Governing Body office of the Modern Education Society has maintained published copies of employee service rules comprising rules and regulations.

Induction program:

At the commencement of the academic year institution conducts induction and orientation program to the entry-level students. In this program, students are made aware of the human values, ethics, and code of conduct of the institution/affiliating/government of Karnataka. The students are informed to follow strictly the rules and regulations of the Institution to maintain a cordial and healthy atmosphere in the institution so that all the students are comfortable with maximum learning. At the same time, awareness is created among the students to make the best use of infrastructure and all available resources.

Prospectus for students

Every year prospectus is published and handed over to the students. They are made aware of the vision and Mission of the Institution. Furthermore, it provides information to all the staff, students, parents, and stakeholders about the regulations and maintains a cordial and healthy atmosphere in the Institution.

CONDUCT AND DISCIPLINE FOR STUDENTS

The college lays great stress on the development of sound character among the students and expects them to be of good conduct both inside and outside the college and to be worthy of the highest standards of behavior about individuals and collective in our life.

The following general rules are to be observed satisfactorily
kindness, helpfulness, and tolerance are particularly important virtues.

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1. It shall be the bounden duty of every student to abide by the rules and regulations of the College, and to conduct himself with discipline and decorum in all places and under all circumstances.
2. Every student shall attend classes with regularity and punctuality and shall refrain from any action that may disturb the smooth working of the college.
3. Students shall be clean and decorous in uniform prescribed by the college and speak decent language and show good behaviour. Students should always carry their identity cards while they are in the campus. In case of a loss of identity card, a new one is issued to the student at a cost prescribed by the college.
4. Smoking, consumption of alcohol and alcoholic products, drugs, etc. are strictly prohibited in the college premises. Students shall not enter the college drunk.
5. When a teacher enters a classroom, the students shall get up in reverence until they are directed to sit.
6. When classes are in session, students shall not enter or leave the classrooms without the permission of the concerned teachers.
7. Every student should handle college property with care and shall do everything in his power to preserve the premises. Cleanliness and tidiness of the furniture, buildings and the
8. The loss or damage caused to the college articles will be made good by realizing from the student concerned double the loss or damage so incurred.
9. Political activism is strictly banned on the campus. Students are forbidden to organize or attend meetings other than the official ones. No student shall address any gathering in the college premises without the special permission of the principal. No student shall associate with any group not connected with the college. Violation makes the student liable for the punishment.
10. The College Union Election in this College will be held in a non-political manner by the directions of the college management.
11. Students of the college are not allowed to play in any outside team without the principal's permission.
12. No money collections are allowed without prior permission of the principal
13. No meeting or party should be held in the college, nor should any other activity be taken

upwithouttheapprovalofthePrincipal.

14.Seriousmisconductwithinthecollegepremisesisa sufficientreasonfor thedismissal.

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15. Attendanceatthecollegefunctionisobligatoryforallstudents.

16.No tours, excursions, picnics, or pleasure trips are allowed to be arranged or organizedwithoutthepriorpermissionoftheprincipal.

17.In tune with the instructions contained in **G.O. No. RT/346/05 H. Edn. Dated 1/3/2005**, the use of mobile phones by students on the campus is strictly banned. The presentation of obscene cinematic dances, fashion parades, etc. by whatever name called, also has been banned on college campuses. A College-level "Ethics Committee" with the Principalasthe Chairmanis formed to monitor these and stringent action will offenders.be taken against

18. Ragging/teasing/intimidating/harassing/using words of abuse etc. on junior students, especially female students area punishable crime under the Police Act. and such matters will be immediately reported to the police. As such acts are considered criminal offences; students involved in such acts will be given adequate punishment, which includes expulsion.

19.As per the directing from the Hon'ble Supreme Court of India and relevant instructions from the university &and UGC authorities, an anti-ragging committee and squad have been formed in this College. All the students are encouraged to approach them without any hesitation in case of ragging.

20. Inallmattersnotspecifiedintheforgoingrules,studentsshallaimat conductingthemselves respecting the rights of others to establish and maintain a good traditionandreputationfortheinstitution.

IN THE CLASSROOM

1.Students are not allowed to loiter around on the premises of the college during working hours, leisure hours must be spent either in the library or the reading room in a quiet study.Students should move from one classroom to another in an orderly and disciplined manner. All the movements in the college should conform to the standards of academic decorum and dignity.

2.The students should answer their roll calls by rising in their seats and responding decently.

3.No students are allowed to leave the classroom during the lecture permission or under express order from the lecturer.

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IN THE LABORATORY

1. Students should be regular and punctual in their practical work during hours.
2. Practical hours are conducted as per the academic curriculum except with their laboratory and timings are maintained accordingly. No student is allowed to wander on the premises by skipping the laboratory.
3. Students involved in sports, NSS, and NCC activities are provisioned to attend practical's which are conducted separately based on students' requests and directions from competent authorities
4. All equipment and materials given to the students should be handled with care and returned in good condition.
5. Breakage fee shall be paid by the respective student in case of damage to the instruments and glassware during the conduct of the practical.
6. Strict silence shall be maintained in the laboratory during the practical work.
- 7 The students should maintain their records and observation books and attend practicals with all the necessary laboratory materials as instructed by the concerned faculty.
8. Students are informed to be present in the concerned department laboratory well before the commencement of the regular practical and respective examination.

CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF:

Every staff member employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Modern Education Society's Employees Service rules. Violations of the code of conduct by the Teaching and Non-teaching staff are subject to disciplinary action, show cause notice, memo, inquiry, transfer to any other institute, suspension, termination, etc., or any other action as per the rules and regulations laid by the Modern Education Society's Employees Service rules.

Details of the code of conduct for the teaching and non-teaching staff are explained in **Chapter VI-** Attendance, Duties, and Conduct. and **Chapter -VII** -Discipline, Disciplinary Action and Misconducts, Suspension Procedure, Penalties of the Service Rules of the Modern Education Society. (Copy is enclosed)

Sd/-
Honorable Secretary
Modern Education Society, Sirsi