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Purpose and Scope of Code of conduct

- KLE Society is an institution that is committed to the pursuit of potential for excellence in teaching, learning and community engagement.
- The college has designed the following code of conduct to fair procedures relevant to all the students of undergraduate and postgraduate courses and all the department of the college.
- All the students, as members of the college, are required to observe all



CODE OF CONDUCT FOR THE STUDENTS
OF THE COLLEGE



CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE

All the students, as members of college, are required to observe all the rules that are proposed under the code of conduct of the college. The following guidelines are issued in order to help the students to conduct themselves courteously and in accordance with the highest standards of mannerly behavior

1. Every morning we begin our work with a National Anthem And Nadgite. Come to attention when it begins and keep standing till it ends, wherever you are in the campus, whether in the class or outside of the Class .
2. Students should actively participate in the learning process and acquire minimum 80% attendance in all the courses offered in a semester.
3. Student should be in their respective classes on time. Student shall behave and conduct himself/herself in the College and the hostel in a dignified and courteous manner and should be respectful to the teachers.
4. Student must complete assignments , tests , Journals, and other classroom activities arranged by the faculty for evaluation ,on time.
5. Student must practice academic integrity in the preparation and participation in all the components of the CCA (Co-curricular activities)
6. Learning not to damage property whether public or private is one of the primary requirements for civilized behavior. Students shall not disfigure/damage or destroy public or College properties. In the event of such damage or destruction the cost of such properties will be recovered from the student(s) concerned. Disciplinary action will also be taken against the delinquents.
7. Student must wear their identity cards in the campus. Silence shall be maintained in the College Administrative Block. Students should help to keep an atmosphere of learning in the campus of the College
8. The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike or agitation including slogan shouting, burning of effigy or indulge in anything which may harm the peaceful and serene atmosphere of the institution and shall eschew from violence within the campus and hostel.
9. Students who require time off college for legitimate reasons should request authorization for absence according to the college Attendance



Policy. Attend all classes, tutorials and activities unless they have received prior authorization for absence or unwell.

10. Politically based student organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations.
11. There is a students' grievance redressal cell in the College. In case the students have any grievance or complaint they may approach the head of the department first and if not satisfied, the principal. The principal will at his discretion refer the matter to the students' grievance redressal cell consisting of the vice-principal, one HoD and one senior teacher nominated by the principal.
12. The terms and conditions of admission and the code of conduct are included in the College calendar issued to the students and are binding on the student. In the application form for admission an undertaking shall be given by the student and the parent accordingly.
13. Students are not permitted to bring their vehicles into the campus. The staff can park their vehicles at the allotted space outside of the campus.
14. The Principal shall have power to declare holiday for the College if he is satisfied that peaceful academic functioning of the College cannot be carried on.
15. Rise from your seats when the teacher enters the classroom and remain standing till he takes his seat or till you are allowed to sit down. Greet your teacher appropriately when the teacher enters the class.
16. Nothing is more appreciated in a student than courteous and mannerly behavior. Greet your teachers when you meet them inside and outside the campus
17. Students are expected to spend their free hours in the Library/Reading Room. They should not loiter along the verandas or crowd at the gate or in the main road.



18. A student requiring leave for a particular period may be granted such leave by the teacher concerned. A student who is present cannot leave without permission.
19. Duty leave for physical education activities will be granted only to athletes representing the College or university in various matches, tournaments and sports events. Such students should submit their leave applications duly recommended by the Director of Physical Education not later than one week after the event.
- 20.. Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment
21. Benefit of attendance may be granted to students attending University College Union cocurricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.
22. At the time of admission the students will be provided with an identity card. Students are required to wear College identity cards while in the campus. Students are not permitted to enter the campus without wearing their identity cards. For availing of any service from the College, identity card are mandatory for students.
23. In all matters of admission, accommodation and disciplinary action against the boarders, the Principal's ruling will be final.
24. College is bound to assure a safe, positive and learning environment to the students and a respectful and cooperative working environment to the staff.



25.All students are expected be abide by its code of conduct for the progress of the college

26.In the matter of internal discipline the decision of the principal shall be final.



Code of conduct for the Teaching staff



Code of conduct for the Teaching staff

1. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
2. All the teachers should be present in the respective staff rooms of departments before 10.00 a.m., and they can leave the campus only after 5 p.m.
3. Members of the teaching profession shall base their relationship with students on mutual trust and respect.
- 4 The Teacher respect the uniqueness and diversity of the learning community they are part of work in a collaborative manner with colleagues and other professionals develop and maintain good relationships with management , parents, and guardians and other stakeholders.
5. The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
6. Act with honesty, integrity and fairness and avoid biased behavior ,be in their respective classes on time and take responsibility for maintaining the quality of their professional practice.
7. Create learning experiences which engage , motivate and challenge students in an Inclusive setting with a lifelong learning perspective.
8. Conduct assessment and examination related tasks with integrity and in compliance with official regulations and procedures.
9. Act appropriately towards students exercising care in their language, gesture, and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not act in a such a manner that they do not use abusive language or offensive names or making inappropriate remark.
09. They should mark the attendance , and maintain the documentation in the Attendance Register entrusted to them.
10. They should maintain a personal contact with the students, and the class tutors and mentors have greater responsibility in the well-being of the students of their



respective classes. Each Tutor and Mentor should keep the contact details of their students and their parents.

11. Members of the teaching staff may borrow books from the College library, and they can keep text books with them for the whole academic year. Other books may be kept up to 30 days. At a time they can take maximum ten books. However, all books borrowed from the library should be returned before Sem over every year.

12. All the teachers should keep the Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time

13. They have to do properly the special duties assigned by the Principal.

14. Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her percepts and practices.

15. They should adhere to a responsible pattern of conduct and demeanours expected of them by the community.

16. They should manage their private affairs in a manner consistent with the dignity of the profession.

17. They should seek to make professional growth continuous through study and research.

18. They should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

19. They should maintain active membership of professional organizations and strive to improve education and profession through them.

20. They should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication

21. They should cooperate 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 counseling students as well as



assisting in the conduct of university and College examinations, including supervision, invigilation and evaluation.

22. They should participate in extension, co-curricular and extra-curricular activities including community service.

23. Teachers should respect the right and dignity of the student in expressing his/her opinion.

24. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

24. They should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs



Code of conduct for the Principal



Code of conduct for the Principal

1. The Principal of the College is responsible to abide by the Code or Professional Ethics for University and College Teachers.
2. Principal is responsible for the day-to-day administration of the College.
3. The principal should take creative steps to materialize the vision and mission of the College from time to time.
4. The Principal should initiate development activities of the College in due consultation with the management.
5. The principal has the prime responsibility to maintain the academic atmosphere of the College. He/she should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities.
6. The Principal should monitor, manage and educate the administration of the institution and take remedial measures wherever it is necessary
7. It is the duty of the Principal to ensure the discipline of the staff, students and nonteaching staff.
8. The Principal has to ensure the equal treatment to all the people in the campus of the College by removing any kind of discriminatory and disparate practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
9. Equal opportunities for all students should be ensured by the Principal.
10. The Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
11. The institution of new scholarships, and channelizing funds for academic and extracurricular activities should be done only with the due permission of the Principal.
12. Every department should get permission from the Principal for the extension programmes they plan to conduct.



13. Incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes should be immediately informed to the Principal, and the Principal should give an official complaint to the consigned government authority without any delay.

14. The Women Cell and the Complaint Redressal Cell in the College should inform the Principal any case that is reported to it along with the actions the Cell has taken on behalf of it.

15. The Principal should take measures to ensure the collective responsibility of all staffs and students in the College and thereby build mutual confidence amongst them.



**CODE OF CONDUCT FOR THE MANAGING BOARD OF THE
COLLEGE**



CODE OF CONDUCT FOR THE MANAGING BOARD OF THE COLLEGE

1. The Managing Board of the College consists of the Patron, the Manager, Principal and the members nominated by the Manager. The body should work with mutual understanding and respect for the good of the College. It should work to uphold the vision and mission of the College.
2. The Managing Board should ensure the academic profile of the College, and try to open new avenues for further research pursuits in the College. It should ensure an environment conducive for research for all times.
3. The timely maintenance of the infrastructure and channeling funds for the further development of the institution and initiating remedial measure should be prime concern of the Managing Board.
4. The Managing Board is responsible to enforce discipline in the College administration and campus from time to time.
5. It should maintain transparency and fairness in all kind of administrative activities.
6. It should ensure the taking of feedbacks from students, staff, parents, and non-teaching staff from time to time, and take necessary steps to improve the service of the College at all levels.
7. It should maintain vibrant relationship of the College with the local community and ensure their participation in the welfare of the College.
8. It should ensure non-discriminatory practices in the College providing equal opportunity to all irrespective of caste, creed, religion, race and sex.
9. The Managing Board should take active steps to implement regulations and requirements demanded by State and National Governments, and Councils for Higher Education.
10. The Managing Board should meet at least once in a year but it is advised to meet as frequent as possible.



ANNUAL AWARENESS PROGRAMMES ON
CODE OF CONDUCT





K.L.E. Society's
G.I. Bagewadi Arts, Science and Commerce College, Nipani-591237

Accredited at 'A' level by NAAC with CGPA 3.10

Affiliated to Rani Channamma University, Belagavi, Karnataka, India

Website: www.klegibnnpn.edu.in Ph.: 08338-220116 E-mail: klegib_npn@yahoo.co.in

Report of Annual Awareness programme on Professional ethics & code of conduct

Academic Year (2023-24)

The institution organizes one day orientation programme SUVARNA SOPANA for first year students 3/11/2023, with a view to impart awareness among the teachers about code of conduct which is already in force in the campus and applicable to students, teacher and supporting staff.

- The principal Dr. M.M.Hurali on the need of implementing, revising and regulating code of conduct. He also spoke on the measures already taken during 2022-23 including guest speakers, regular classes, squad work, and other measures taken to enforce the code of conduct in the campus.
- Shri S.S.Kothiwale spoke in detail about the rules and regulation of the college. He also spoke on the steps which are to be implemented in the next academic year regarding code of conduct.
- Dr. A.A.Kamble IQAC Coordinator spoke about responsibilities of students in quality learning enhancement. And various certificate course being run in the college.
- Shri . K.N.Shankarmurthy given information about the code of conduct and professional ethics to be followed by placement.
- DR. A.Y.Kenchakkannavar given introduction about Temple of Knowledge and code of conduct of library.



PHOTO GALLERY




Co-ordinator IQAC
K. L. E. Society's
G. I. Bagewadi College, Nipani.




PRINCIPAL
K.L.E. Society's
G. I. Bagewadi College, Nipani.



Notice :

All the heads of the department, teaching & non teaching staff members are hereby informed to attend the meeting on 18/08/2023 at 3:00pm in the Golden Jubilee hall.

AGENDA :

- To discuss about the programmes to be conducted in the college on code of conduct i.e. orientation programme.
- To organize programmes on professional ethics and Code of conduct for stakeholders.
- To discuss publishing code of conduct in the college prospectus.

IQAC

Co-ordinator
Co-ordinator IQAC
K. L. E. Society's
G. I. Bagewadi College, Nipani.

Convener

PRINCIPAL
K. L. E. Society's
G. I. Bagewadi College, Nipani.

1. Dr. M.M. Hurali [chairman]
2. Dr. B.G. Kharabe [Vice-Principal]
3. Dr. A.A. Kamble [IQAC Co-ordinator]
4. Dr. smt. M.D. Guxav
5. Dr. S.M. Raymane
6. smt. S.B. Patil
7. Shri Shankarmurthy K.N.
8. Dr. B.M. Janagouda
9. Dr. A.M. Rathode
10. smt. Priyanka kamate



Proceedings of the meeting

The meeting of monitoring committee was held on 18/08/2023 at 3:00pm in the Golden Jubilee hall. Principal Dr. M.M. Hurali Presided over the meeting and spoke about need of code of conduct. Dr. B.M. Janagouda read the proceedings of the previous meeting and all members conformed the same. The various matters in the agenda were discussed and following resolutions was took.

Resolutions :

1. To monitor overall disipline of the Students
2. To take strict measures to ban of plastic to make campus clean and free of mobile use.
3. To publish Code of conduct in the college prospectus.

The meeting ended at 4:00pm Vote of thanks done by Dr. A.A. Kamble. The following members were present for the meeting.

- Dr. M.M. Hurali
Dr. R.G. Kharabe
Dr. A.A. Kamble
Dr. smt. M.D. Guxav
Dr. S.M. Raymane
Smt. S.B. Patil
Shri Shankarmurthy K.N.
Dr. B.G. Kakanwadi
Dr. B.M. Janagouda
Dr. A.M. Rathode
smt. Priyanka kamate



Notice:

All the heads of the department and all the teaching and non teaching staff members are inform to attend the meeting on 22/11/2023, at 3:00pm in Golden Jubilee hall.

AGENDA:

- To discuss about the programmes to be conducted in the College on professional Ethics and code of conduct.
- To discuss about measures to take violating code of conduct in the Institution.
- To discuss about to deploy special squad duty during free time in the campus in order to maintain discipline.

[Signature]
IQAC

Co-ordinator IQAC
Co-ordinator

G. I. Bagewadi College, Nipani.

[Signature]
Convener

[Signature]
PRINCIPAL
K.L.E. Society's
G. I. Bagewadi College, Nipani.

1. Dr. M. M. Hurali [Chairman] *[Signature]*
2. Dr. R. G. Kharabe [Vice Principal] *[Signature]*
3. Dr. A. A. Kamble [IQAC Coordinator] *[Signature]*
4. Dr. Smt. M. D. Gurav. *[Signature]*
5. Dr. S. M. Raymane. *[Signature]*
6. Smt. S. B. Patil. *[Signature]*
7. Shri Shankarasmurthy K. N. *[Signature]*
8. Dr. B. M. Janagouda. *[Signature]*
9. Dr. A. M. Rathod. *[Signature]*
10. Miss. B. G. Ullegaddi. *[Signature]*
11. Smt. Priyanka Kamate. *[Signature]*



PROCEEDINGS OF THE MEETINGS:

The meeting of the code of conduct committee was held on 22/11/2023, at 3:00pm in the Golden Jubilee Hall. Dr. R. G. Kharabe Vice-Principal welcomed the newly inducted members of the committee. Principal Dr. M. M. Hurali spoke about need to monitor the code of conduct of the stakeholders. The various matters on the agenda were discussed and members followed the same.

RESOLUTIONS:

1. To conduct awareness programmes on code of conduct.
2. To conduct professional ethics programmes for students, teachers, administrative and other staff.
3. To monitor overall discipline of the students.
4. To publish code of conduct in the college prospectus.

The meeting ended at 5:00pm with vote of thanks by Dr. B. M. Janagouda, Convener of committee. The following members were present for the meeting.

- Dr. M. M. Hurali *[Signature]*
Dr. R. G. Kharabe. *[Signature]*
Dr. A. A. Kamble. *[Signature]*
Dr. B. M. Janagouda. *[Signature]*
Dr. A. M. Rathod. *[Signature]*
Dr. Smt. M. D. Gurav. *[Signature]*
Smt. S. B. Patil. *[Signature]*
Miss. B. G. Ullegaddi. *[Signature]*