

**DAYANANDASAGAR COLLEGE OF ARTS, SCIENCE
AND COMMERCE, BENGALURU**

7.1.10. CODE OF CONDUCT

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Code of Conduct: 1. For Principal (Head of Institutions)

- Planning and execution of academic and administrative activities effectively
- Chalk out policies and plans to execute the vision and mission of the college
- Provide leadership, guidance and direction to the stakeholders
- Observance and implementation of directives issued by authorities like Govt./ UGC/ Directorate of Education/ Higher Education/University etc.
- Regular assessment (reports, work diaries/plans of actions/service books) of teaching and non-teaching staff of the college
- Guiding teaching and non-teaching staff to adhere to their job specific code of conduct
- Assessing and reviewing the academic calendar and feedback of stakeholders about the institution
- Guiding the teaching staff to inculcate social, cultural, national and human values among the students through education, extra-curricular activities for their overall development
- Encouraging teaching and non-teaching staff towards their professional development



Code of Conduct: 2. For IQAC Coordinator-

- Supervisor, MIS The delegated duties of the Coordinator, IQAC, are carried out by Cell of Dayananda Sagar College of Arts, Science and Commerce . The coordinator IQAC's roles and duties include the following
- To coordinate the sharing of information on numerous higher education quality indicators
- Coordination of the numerous quality improvement programs and activities' documentation.
- To coordinate the institution's actions related to quality
- To organize the creation of the AQAR, or Annual Quality Assurance Report, which will be submitted to NAAC based on quality standards.
- To organize the effective and timely implementation of the IQAC committee's decisions.
- Development of quality benchmarks/parameters for various academic and administrative activities of the institution and carrying out the gap analysis for GRIET.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs.
- Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;



- Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC.



Code of Conduct: 3. For Head of Department

- To prepare Annual Departmental Academic Calendar before commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
- To prepare the Semester wise/ annual Time Table for the faculty and the Department.
- To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan in departmental file & submit one hard copy to the Principal.
- To manage the Lectures/events & supervise their smooth conduct.
- Organize/take student feedback (Two times) after one month of commencement of the teaching and at the end of every semester, for understanding their difficulties, grievances or any teaching/learning problems, performance of the subject teachers etc. Find out remedies/solutions after analyzing the feedback forms of the students.
- Every departmental meeting should be organized under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
- Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
- Submit reports of completed and not completed parts of the syllabus and unit tests reports, from time to time to the principal in written form.
- Each year, every teaching department of the college should establish "Students' Study Circle" of the students, by the students, for the students by constituting their Students' executive body. At the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
- Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
- Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documentary records of these additional classes in academic dairy.
- Organize "Industrial/Environmental study Tour" for the students, & after tour make evolution/output/benefit report of the tour & submit it to the Principal and also keep one hard copy of it in departmental document file.
- Organise guest lectures on various subjects for the students, with permission of the Principal.
- Organise student-centric programs for their overall development by using innovative ideas. There are expected minimum two programs in

each semester that should be conducted by every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each semester.

- Keep all documentary records of the Programs/activities/meetings such as, Photographs, Newspaper cuttings, Students' attendance list, Minutes book, etc.) in a systematic manner for creating & maintaining records, both in hard copies as well as soft copies with the department.
- Redress the grievances of the students at department level & Counsel them as needed.
- All teaching departments of Arts and Commerce faculty should submit monthly reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before end of the academic year.
- If any directed or planned Program/activity/event could not be organised/ conducted due to any reason(s), then Head of the concerned teaching department must submit the reasons, in writing to the Principal.
- Encourage teachers to fill their academic dairies regularly, record his/her daily lectures/daily performance & other necessary information and inform them to submit it to the Principal's Office for monthly review & assigning by the principal, on the last date of every month.



Code of Conduct: 4. Coordinators

- To prepare yearly "Plan of Action" at the beginning of the session, for their Course/Cell/Committee, for the current session & conduct the student-centric programs/activities according to planned programmes/activities, by using innovative ideas.
- There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Course/Cell/Committee, apart from indicated programs in The College Annual Calendar for each session.
- It is also expected that every Course/Cell/Committee should organise a meeting with concerned committee members for Why, How, Where, for whom, by whom, under (Ex-officio) chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
- For creating & maintaining quality among the students, as well as keeping record for NAAC purpose, planned programs/activities/events must be organized by the concerned Dept./Cell/Committee & must be kept on record such as: Minutes book, Photographs, Newspaper cuttings, Students' attendance list etc.
- To submit month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before end of the academic year.



Code of Conduct: 5. For Teaching Staff -

- Seek to promote continuous professional growth through study and research
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Expressing free and frank opinion during participation in professional meetings, seminars, conferences etc.
- Manage their private affairs in a manner consistent with the dignity of the profession
- To Maintain active membership of professional organizations and strive to improve their education and knowledge through them
- To Perform their duties in the form of teaching, tutorials, practical, seminar and research work conscientiously and with dedication
- To 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 counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation
- To Participate in co-curricular and extra-curricular activities, including community service.
- Deal justly and impartially with students regardless of their religion, caste, political affiliation, economic/ social background and physical characteristics
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
- Be affectionate towards the students and not to behave in a vindictive manner towards any of them for any reason
- Pay attention to the attainment of the students in the assessment of merit, make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward, aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration
- Discharge their professional responsibilities according to the existing rules. Adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interests



- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession. Should adhere to the conditions of contract, give and expect due notice before a change of position is made, and Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibilities for completion of academic schedule
- Should maintain harmony with colleague, staff, students, higher authorities, and management and stakeholders



Code of Conduct:6. For Adjunct Teaching Staff -

- Teaching in a particular field of competence to both graduate and undergraduate students
- Establishing and maintaining the syllabus for the class and ensuring that it complies with departmental and college criteria
- Preparing lectures, class discussions, and homework assignments grading homework assignments, tests, and examinations
- Determining a student's grade based on their participation, in-class performance, homework, and tests
- Reporting student learning results, doing class evaluations, and examining student data
- Collaborating on the course program with colleagues
- Providing guidance to pupils on how to succeed and accomplish goals
- Keeping abreast on advancements and advances in their field of study
- taking part in events for professional growth



Code of Conduct: 7. For Non-teaching and administrative staff

- Should discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by UGC/University/College/Management from time to time
- Must maintain punctuality on duty
- Assist in carrying out responsibilities relating to administration of college and university such as appraising admission application, advising and counseling students on eligibility criterion and assisting in conducting internal and university examinations
- Abide by the policies of the institution that are mandated by the higher authorities
- Should adhere to the professional ethics and code of conduct of the institution
- Should maintain discipline and a positive relationship with colleagues, other staff and students
- Should not indulge in any organized anti-institutional activity and shall not promote, or motivate any groupism or unhealthy activity that may harm the reputation of institution/ college
- Should not ordinarily abstain from work without prior intimation to higher authority or principal or grant of leave
- Should follow the hierarchy for professional work through proper channel
- Without concerned authority's permission one should not leave the campus or HQ



Code of Conduct: 8. For Library Staff

- Atmosphere of silence to be maintained in library
- Visitors' personal belongings must not be allowed inside the library
- Library timing must be properly displayed
- Library should follow the system of membership and cards
- Library must have association and affiliation with concerned bodies
- Register must be maintained for access and walk-ins
- Books must be handled carefully. If any loss happens with books or any property of library either by the staff or students, strict action must be taken and loss should be recovered
- Books must be returned by the members before due date. If they fail to return on time, they must return the books with standard overdue charges to the library. Final year students should return their library tokens/cards and library books and obtain NOC from the library for getting hall tickets of University Examination



Code of Conduct: 9. For Students -

- Students must abide by the college timings as laid down from time to time
- Permission to be sought by concerned authority before leaving campus during working hours
- Minimum 75 % attendance must be maintained
- College ID Card is mandatory to be carried while on campus
- Appropriately greet and respect the staff
- Students must develop the habit of seeing notice board and visiting library regularly
- Students must adhere to the dress code
- Eatables and snacks are not allowed in the classrooms
- Consumption of alcohol and other intoxicants are strictly prohibited
- Students should keep the campus clean and safe
- Use of mobile phone in campus and classroom is prohibited
- Students must make sure that they do not behave in any way that will damage the reputation of the college
- Students should maintain discipline and respect their colleagues and staff
- Students should strive to conserve water and electricity in the campus
- Student must not damage the buildings and assets inside the campus
- Students should not indulge in any malpractice during exams
- Students are allowed to events, functions and/or any other activity with prior permission of concerned authority
- Students must park vehicles in given slots only
- Student should not deliberately provide false information to the college



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