

# **Sri Jagadguru Renukacharya College of Science, Arts and Commerce**

#9, Race Course Road, Bengaluru – 560 009

## **Code of conduct handbook for students**

1. Student should come to college dressed up in a presentable manner.
2. Students should attend classes regularly.
3. They must be in the class on time.
4. They should wear id cards throughout their stay in the College and produce it when demanded.
5. 75% of attendance is compulsory.
6. Attendance in tests for internal assessment is compulsory.
7. Attendance during Co-curricular and Extra Curricular activities is mandatory.
8. Should maintain cleanliness in the campus to have litter free campus.
9. Ragging is strictly prohibited.
10. Any discrimination based on caste, creed, religion, gender and language will not be tolerated.
11. Parking discipline has to be maintained.
12. Rash driving and honking in and around the campus is strictly prohibited.
13. Use of Mobiles during the lecture will result in confiscation.
14. Strict action will be taken against students who fail to maintain proper behavior during important functions of the college.
15. Unauthorized possession and use of weapons and explosives in the college campus is strictly prohibited.
16. Consumption of alcohol and tobacco in any form in the campus, will be strictly dealt with.
17. Action will be taken against students whose conduct will affect the image of the College.
18. Any sort of malpractice during tests and examination will be punished.
19. Students are expected to spend their free time in the reference section of the Library.
20. Books borrowed, should be returned in proper shape, on due date, without fail.
21. Gathering, chatting / shouting anywhere in the campus is strictly prohibited.
22. While interacting with Office Staff courteous behavior is expected.
23. Admission Fees and Examination fees have to be paid before the last date, without a reminder.
24. Marks cards and Convocation Certificates should be collected without delay.

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## **Code of conduct handbook for Teachers**

1. The faculty members are expected to come to college dressed up in a presentable manner
2. They have to log-in in-time and sign the attendance twice a day.
3. If they have to leave the campus for any reason, permission of the Principal has to be sought and the reason should be entered in the movement register.
4. They must engage the classes according to the time-table, on time.
5. They must complete the portions allotted to them, on time.
6. They should be in-time for invigilation duty.
7. Question papers should be submitted within the specified time to the concerned authority, in the prescribed pattern of the University.
8. Answer scripts should be valued and marks should be entered in the register, in-time.
9. Should maintain a healthy working atmosphere in the campus and practice professional ethics.
10. Politicizing their interactions either with students or colleagues should be avoided.
11. Use of mobiles during the lecture hour or invigilation result in confiscation.
12. Rash driving and honking in and around the campus is strictly prohibited.
13. Use of Mobiles during the lecture will result in confiscation.
14. They must resist from punishing misbehaving students physically.
15. They should help, guide and encourage students to ensure that teaching-learning process is effective.
16. They have to sensitize students about their social responsibilities.
17. They are expected to motivate students to pursue higher studies and research.
18. They should inculcate moral values, and ethics among students.
19. They should be responsible and interact positively and patiently with the parents and all the stake holders of the institution.
20. They have to conduct themselves in a befitting manner in and outside the campus which upholds the image of the College.
21. They should complete the office related work before log-out time i.e., 3.30 p.m.
22. Consumption of alcohol and tobacco in any form in the campus, will be strictly dealt with.

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## **Code of conduct handbook for Administrative Staff**

1. The faculty members are expected to come to college dressed up in a presentable manner.
2. They have to log-in, in-time and sign the attendance twice a day.
3. If they have to leave the campus for any reason, permission of the Principal has to be sought and the reason should be entered in the movement register.
4. Should maintain a healthy working atmosphere in the campus and practice professional ethics.
5. Politicizing their interactions either with students or colleagues should be avoided.
6. Use of mobiles during the working hours result in confiscation.
7. They must resist from executing punishment of any sort to students, when they misbehave.
8. They have to conduct themselves in a befitting manner in and outside the campus which upholds the image of the College.
9. They should be responsible and interact positively and patiently with the parents and all the stake holders of the institution.
10. They should complete the office related work before log-out time i.e., 3.30 p.m.