



SKE Society's  
Govindram Seksaria Science college,  
Belagavi

Affiliated to Rani Channamma University, Belagavi  
NAAC Re-accredited with Grade "A" (CGPA 3.16-Third Cycle)  
Website: [gsssbgm.edu.in](http://gsssbgm.edu.in)

**CODE OF CONDUCT  
FOR  
STUDENTS, TEACHERS,  
GOVERNING BODY AND  
ADMINISTRATION**

  
IQAC Co-ordinator  
GSS College, Belagavi



  
PRINCIPAL  
G.S.Sc. College, Belagavi


## Code of Conduct for Students:

The students are expected to maintain a high standard of discipline and uphold the reputation of the institution. They should refrain from involving themselves in party politics and anti-social activities. Violation of this will be strongly dealt with. The students are personally responsible for the college properties like the furniture electric fittings, lab equipments etc. In case of any damage, penalty will be levied.

- Students are requested to maintain highest standard of behaviour and discipline both inside and outside the college.
- The students should follow the Dress Code.
- The students should wear the ID cards compulsorily in the college.
- The students should keep the campus clean.
- Cycles and two wheelers must be parked only in the parking stands provided.
- Ragging is not allowed in the campus.
- The students should not use bad words in the college. The students should speak politely with all.
- Student should be present five minutes before the commence of the class.
- If the class is off, they should not disturb the neighbouring classes, they should go to the library or the gymkhana.
- Do not litter in the class.
- Switch of the fans and lights if leaving the class after every lectures.
- Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, obscenity in speech and action etc. are liable for disciplinary action which includes expulsion from the college.
- Attendance to the college functions like Association Meetings, College assembly, Seminars, Group discussions, Industrial visits, Viva Voce etc. are mandatory to all students.
- The Principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is disturbing the and discipline order of the college
- Eating of gutka and alcohol is banned.
- Do not damage plants, labels and pluck flowers in college campus.

  
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- Respect and behave properly with your juniors, teachers and nonteaching.
- Students should be present for the functions and programmes organised in the campus.
- Students should keep the washrooms clean.
- Students should have their lunch in the space provided in the campus.
- Maintain proper queue and discipline in office when submitting or receiving any documents.
- Pay the college and exam fees in time.
- Submit the assignments and projects in time.
- Be punctual to the class.
- Be 15 minutes early before writing internal test or Exams.
- Do not copy or discuss when writing in Exams.

#### **Attendance**

- Each student should earn 85% attendance to appear for the end semester examination.
- Leave letter should be submitted before taking leave. The leave letter should have the signatures of the parents and reason.
- If the student remains ill, they should provide the medical certificate on the day of joining to college.
- On emergency if they want to go during college functioning, they should take permission from the head of the department.

#### **Library Rules for Students:**

- A reader's ticket with his/her photo & bar-coding will be issued to every member.
- Every member is entitled to have one book at a time for home reading for a period of one week. The book will be issued to him in exchange of his/her reader's ticket. If the students fail to return the book in time, an overdue charge of Rs.10/- per day will be charged.
- If the book is lost or damaged, the borrower will have to furnish a new copy of the same edition or a later edition or have to pay the amount as per rules.
- Bound volumes of Journals, Dictionaries, Encyclopedias and 'Rare Books' will not be issued for Home issue.
- The Reader's Ticket must be preserved very carefully. If it is lost, the book will not be issued to such students, unless he/she makes a duplicate card with penalty.

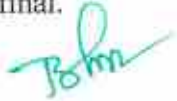
- Library deposit will be refunded only if the Reader's Ticket is returned and if there are no dues from the student.
- Selected student from TBL (Text Book Loan) list will get a set of 2 to 4 text books or reference books for his use for the whole year.
- A nominal maintenance charge will have to be paid.
- The books are to be returned in good condition within three days, otherwise overdue charges will be charged from fourth day after the examination.

#### **Rules & Regulations for Hostel:**

- Allotment of hostel rooms is made at the beginning of Monsoon Semester every year for two academic sessions excluding special Examination 2 Summer Programme of any. At the expiry of the allotment period the allotment stands cancelled automatically in the case the room is not handed over after expiry date of if a student is absent for 7 days or more without prior permission from the hostel Warden the hostel authority will take possession of the room and will not be responsible for loss or damage of personal belongings if any.
- Under special Circumstances the Warden may permit the student's mother or sister in reside in the hostel room for a limited period of time.
- A student shall reside in a room allotted to her and may change to other room only by the permission of the hostel warden after giving appropriate and valid reasons for the same. The TV room/shall have to be utilized for any sort of group discussions.
- Student shall be required to keep one key of their respective rooms with the warden and need to make their rooms available whenever the college authority requires rooms to accommodate outstation students or for repairs or during maintenance. Etc.,
- It is responsibility of student to safeguard all properties including furniture, fittings and different gadgets of the hostel. They should generally assist the hostel warden in ensuring proper use of facilities. In case of damage or loss of any of the institute property from the room, the occupant (s) will be directly responsible and elsewhere it will be the collective responsibility of hostel occupants. The authorities will recover the loss individually or collectively as the case may be. In this respect the action of hostel Warden will be final.

  
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- Use of electric appliance like heaters / high electric power consuming gadgets (irons, electric heaters) and cooling inside the room are strictly prohibited.
- Students should wear proper dresses in the hostel. They should not display absence poster or calendars, wall writing, etc., in the room or anywhere in the hostel.
- All students must be present for the roll call at 7:30 P.M. and girls are not supposed to be seen outside the hostel premises once the roll call is over.
- Students should not indulge in any act which brings the Institute and members of faculty, officials or authority into disrepute.
- **Timings**
  - i) TV Room timing will be 9 P.M. to 10 P.M. on weekdays including Saturday and on Sunday's timing will be 3 P.M. to 10 P.M. This is on days when there are no examinations being conducted.
  - ii) The gate of the girl's hostel will be closed at 9:30 P.M.
  - iii) The girls are not supposed to be seen outside the college main gate after 6:30 P.M.
  - iv) Mess timings will be explained in detail at the time of admission.
- Guests/visitors are not allowed to enter / stay inside the rooms. However, parents are permitted to meet their daughters in the TV room hall before 7:30 P.M.
- Student must submit a leave letter in the prescribed Pro-Forma to the hostel warden before leaving the station stating reason, period, destination and giving appropriate contact numbers and address. Parents are required to call and intimate the warden once the student reaches her destination. Any stay in the relatives or friend's house is permitted only after the parents call and intimate the warden.
- Students should not indulge in acts which disrupt the running of the hostel of institute or environment conducive to the pursuit of knowledge or harmonious relationship among different people living in the campus.
- The student must not be involved directly or indirectly in fighting ragging use of abusive language, etc., Screening of films/video shows in the hostel without prior permission is strictly prohibited.
- The hostel authorities are not responsible for the Examination Results of the hostel inmates.

  
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- All students must abide by the rules and regulations of the hostel as may be framed from time to time.
- All students are required to follow a good and orderly behaviour, failing of which will attract disciplinary act.
- Violation of any of the above rules will attract disciplinary action.

#### **Code of conduct for teachers:**

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

#### **Teachers and their Responsibilities:**

- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work conscientiously and with dedication.
- Engage the lectures regularly and start in time.
- Complete the portion allotted on time.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including invigilation and evaluation.
- Write in movement register whenever you go outside the campus during college hours.
- Participate in the co-curricular and extra-curricular and extension activities including community service.
- Be impartial with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Encourage students to participate in extracurricular activities, extension programmes, cultural activities, sports etc
- Develop scientific temper and research interest for contributing to the society.
- Prior written permission is required from the Principal at least a day in advance while availing OOD.



- Not more than 25% of staff members in a department will be allowed to go on OOD on a particular day.
- Medical Leave will be sanctioned only for medical reasons. Medical Certificate must be submitted along with such leave application.
- Mentor system must be effectively implemented. Teachers shall monitor the respective group of students who are allotted to them.
- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should sign the attendance register and do biometric in time while reporting and when they finish their duty.
- Teachers are expected to attend Departmental, academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- Teachers are expected to volunteer, to take up extra classes for students of certificate, Diploma and other Career Oriented Programmes.

#### **Library Rules for Teachers:**

- A college ID with his/her photo & bar-coding will be issued to every member.
- Though members of staff are allowed to take home essential books, the maximum number of books, will not normally exceed 25 books at a time. Members of staff can have only one copy each of the text books they are actually teaching.
- Temporary teaching staff are allowed to have not more than 5 books at a time.
- Non-teaching staff are allowed to have not more than 2 books at a time.
- Reference works, dictionaries, bound volumes of journals and 'rare books' are not for home issue.
- Books will be issued to members of staff directly on their signing the issue register in the library. Chits, messages through peons or students will not be entertained.
- If any book is lost by the borrower, then he/she should replace the book.
- If the book is not available then the fine paid should be six times the price of the book, if the is published after 1970 and if it is published before 1970 the fine should be ten times the price of the book.



- The criteria should be different for rare books. The librarian should take proper decision in this case.
- Books issued to members of staff are meant for their personal use only. Members of staff are not allowed to pass on the books to students or other persons.
- It is the responsibility of the members to see that proper entries are made in the issue register by the library staff.
- If a book or a periodical is lost by any member, the matter should be reported immediately to the librarian in writing and as far as possible the book/periodical should be replaced immediately.
- In case the book is not replaced within a fortnight the member will not be issued new book.
- It is the responsibility of every member taking an 'out of print' or 'rare book' to see that it is returned to the library without fail. If such books are lost, a very serious view may take of such losses.
- No complaint from any member regarding wrong entries made by the library staff will be entertained at the end of the year.
- Every member has to clear the library account by the end of each academic year.

**Guidelines to Head of the Institutions and Head of the Departments:**

- Inform the Chairman / Secretary and Administrative Committee immediately when the funds are received from Government to UGC or any other department along with copy of the letter received.
- Prepare the item wise budget in consultation with Head of the concerned Department.
- Prepare item wise forms with specifications for the materials including make etc., for circulation to suppliers. Give required time with separate date for submission. Take approval of the administrative committee / Chairman, Secretary before circulation to suppliers.
- Obtain quotations for the items to be purchased from local reputed suppliers by circulations/publicity if required.
- Prepare statement of the quotations received from lowest to highest and submit the same to administrative committee for final approval and placing order,





- Check the material received whether they are as per specification and of standard make as ordered.
- Keep inward register in each department and record immediately after receipt and issue of materials.
- Make a list of outdated material for disposal along with resolution by the Managing Committee / Governing Council.

#### **Code of conduct for Administration:**

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He implements the policies approved by the Board of Governing council the highest decision-making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council. He monitors admissions, examinations, evaluation for smooth functioning of the system. He is authorized to nominate Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council.

#### **The Duties of the principal**

- **General Administration** - On general administrative matters Principal shall be assisted by IQAC Co-ordinator, head of the department, senior faculty members and various committees.
- In matters related to decision implementation, the Principal is assisted by the Governing Body and Academic council of the college.
- In matter of admissions, Coordinator, Admissions Committee will assist the Principal.
- An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this exercise, coordinator of time-tables along with the various Heads of the Departments extend support to the principal.
- Shall closely observe various academic activities like conduct of science fests, conferences, seminars, workshops etc.



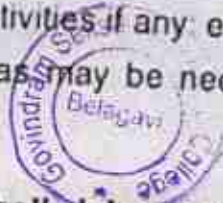
- Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal is assisted by College Exam committee.
- Principal shall also ensure quality assurance and he should be assisted by Co-ordinator, IQAC.
- He shall monitor, evaluate research, development and consultancy activities.
- He should advise the faculty members to get sponsored research projects from various funding agencies.
- He should look after overall welfare of the staff and students.



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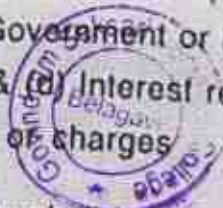
**'GOVERNING COUNCIL : Its constitution and functions**

17. There shall be a Governing Council of the Society consisting of members not exceeding 25 in number elected from amongst the General Body and having minimum 3 years of standing.
18. The Governing Council shall elect their Chairman, Two Vice-Chairmen and one or more Secretaries / Joint Secretary and a Treasurer.
19. The Governing Council shall have the following functions : To frame bye-laws not inconsistent with the General constitutions, (i) determine the duties of the elected office bearers. (ii) to conduct its meetings and business, (iii) scrutinise and approve before finalisation of the annual report and budget of various institutions and if thought fit adopt or amend in consultation with the heads of various institutions. (iv) to sanction annual budget. (v) to accept donation endowments & other gifts, (vi) to sanction proposal for expenditure on buildings, equipment and such other work, (vii) to appoint from time to time committees to help the society by their advice in all matters relating to the interest of its institutions (viii) to fix the rate of fees for the teaching Institutions of the Society, (ix) to appoint from time to time Principal, Teachers & Non-Teaching staff and settle the terms and conditions of their employment, (x) to decide such question of discipline as may be thought fit, (xi) to make necessary arrangement to get the accounts of the society and its Institutions audited annually. (xii) to prepare annual report of the Society and to submit to the General Body before its annual meeting. The report may contain (a) the history of the progress of the Society and its Institutions in brief during the period, (b) audited statements showing income and Expenditure of the Society and balance sheet (c) remarks on the financial situation of the Society. d) special features and side activities if any. e) Society's needs. (iii) and Generally to do all such other act/s as may be necessary or desirable to further the objects of the society.
20. The Governing Council shall delegate all or any of its powers to sub-committees, or officers, or employees as it may deem fit.
21. (a) The Governing council shall meet ordinarily quarterly every year and often if necessary. The meeting shall be convened by the Secretary by giving at least 7 days notice to all members intimating the place of the meeting.



This procedure is not followed in case of urgency to pass resolutions by circulation (b) A special meeting of the Governing Council shall be convened on a requisition to the secretary/ies by at least **five members** of the Governing Council stating the object of the meeting and 7 days notice of such meeting must be given to all members stating the object of the meeting (c) **7 members shall form a quorum at all meetings of the Governing Council** & (d) No quorum is required for an adjourned meeting.

22. Immovable properties and investment for the time being and from time to time, belonging to the society shall be vested in Governing Council as Trustees in regard to permanent funds and property of the Society.
23. To form any new Trust or Trusts with any other object not in compatible with the above objects and appoint two or more if the existing members to be trustee's of every such Trust/Trusts and transfer reasonable funds from time to time belonging to the society and to revoke such Trust/Trusts
24. The funds and properties of the Society shall include
  - (a) all donations (b) all buildings and other immoveable properties of institutions and all other buildings not used for any particular institution. (c) all endowments made for funding scholarships and prizes in the society's institutions or for other academic activities of the society for meeting expenses, from the annual interest thereof, such as charges of salaries of the one or more principals, teachers or professors in the Society's institutions or in connection with other academic activities of the Society. (d) all dead stock such as furniture and household effects in the institutions of the Society. (e) all books in the libraries and all equipments in the laboratories of the institutions of the Society (f) all other acquired property of moveable nature such as printing presses, machine's etc., and (g) pension and provident funds.
25. The Fund of the Society shall 'also include (a) fees received from students (b) grant-in-aid received from Government or local Bodies (c). Money grants made for the specific purpose & (d) Interest received from endowments and Deposits (e) any other income of charges
26. The surplus funds of the society shall be invested at interest. Donations or interest on donations earmarked for a particular purpose by the doner thereof shall be utilised for that purpose only.



- 27 The Funds of the Trust / Institutions society shall be invested in the modes specified under the provisions of the Income Tax Act.

**DUTIES OF SECRETARIES :**

- 28 The Secretary/ies in consultation with the Chairman of the Governing Council shall prepare the agenda of the ordinary or special meetings of the Governing Council and of all the meetings of the General Body, convene meeting take down minutes and properly record them.
- 29 The Secretary/ies shall be the custodians of the records and other papers of all movable and immovable property belonging to the Society and its institution for the time being and shall be solely responsible to the Society for its safe custody and upkeep.
- 30 In case of emergency the Secretary/ies in consultation with Chairman shall have the power to take necessary actions which shall be reported to the Governing Council for approval and sanction.
- 31 The Secretary/ies shall carry on correspondence prepare and maintain an inventory of properties and keep and maintain all necessary records.
- 32 The Secretary/ies shall represent the Society in contracts made by the Governing Council and in legal proceedings instituted by or against the Society and perform such other duties which the Governing Council may require him to do, and to do certain urgent things in consultation with the chairman.
- 32A In the event of the absence or for any other reason the Secretary/ies are not available then the duties of Secretary/ies will be discharged by the Jt. Secretary in consultation with the Chairman of Governing Council.

**TREASURER AND HIS DUTIES :**

- 33 The Treasurer shall operate and supervise the accounts of the Society.
- 34 The Treasurer may keep with him the sum as authorised by the Governing Council.
- 35 The official year of the Society shall begin from the first day of April of each year and end by the end of March next year.



36. No amendments to the memorandum of association and rules and regulation shall be made which may prove to be repugnant to the provisions of Income Tax Act, 1961
37. **INVESTMENT CLAUSE** : The funds of the Trust / Society shall be invested in the modes specified under the provisions of Section 13(1) (d) read with Sec.11 (5) of the I.T. Act 1961 as amended from time to time.
38. **ACCOUNTS CLAUSE** : There shall be maintained all accounts of the Trust / Society regularly. The accounts shall be duly audited by Chartered Accountant. Every year the accounts shall be closed by 31st March.
39. **AMENDMENT CLAUSE** : No amendments to the Trust Deed / Memorandum of Association / Bye laws / Rules & Regulations shall be made which may prove to be repugnant to the provisions of Section 2(15), 11, 12, 13 and 80 G of I.T. Act 1961 as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.
40. **DISSOLUTION CLAUSE** : In the event of dissolution shall under No circumstances be distributed among the Trustees / Members of the Managing Committee / Governing Body but the same shall be transferred to another charitable Trust / Society whose objects are similar to those of this Trust / Society and which enjoys recognition U/s. 80 G of the I.T. Act., 1961 as amended from time to time.
41. **CLAUSE 5** : The trust formed shall be irrevocable (applicable only in respect of Trusts)
42. **CLAUSE 6** : The benefits of the Trust / Society shall be open to all irrespective of Caste, Creed or religion.
43. **CLAUSE 7** : The funds and income of the Trust / Society shall be solely utilized for the achievement of its objects and no portion of it shall be utilized for payment to the Trustees/Members by way of profit, interest, dividends etc.,
44. **CLAUSE 8** : Objects / activities of religion in nature required deletion in case recognition U/s. 80 G of the Act is sought (By virtue of explanation 3 to Section 80 G (5)).



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