



Telephone: 080-26603192

## Acharya Pathasala College of Arts & Science Narasimharaja Colony, Bangalore –560 019.

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### Acharya neetisamhite: Code of conduct for teaching staff.

1. All teaching staff members are expected to uphold the honour and the dignity of the teaching profession.
2. All the teaching Staff Members should follow the rules and regulations of the institution as prevalent from time to time.
3. Teaching Staff should contribute to the vision, mission and goals of Institution through engagement of working hours.
4. Teaching staff must be punctual, sincere and regular in work assigned to them by the college.
5. Teaching Staff should sign the attendance register, and present them for the biometric attendance system while reporting for duty.
6. Teaching Staff should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Teaching Staff should work in collaborative manner with others through academic and administrative activities to achieve Institutional goals.
8. Teaching Staff should not show partiality to any segment/individual student.
9. Teaching Staff should not involve himself/herself in any unethical practice which harms the integrity of the college.
10. Teaching Staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
11. Teaching Staff must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the principal for necessary action.
12. No Teaching Staff should involve himself or herself in any form of political activity inside or outside the campus.
13. Teaching Staff should not participate in any strikes or demonstrations either inside or outside the campus.
14. Teaching Staff are expected to attend all the activities of the college as per the instructions of Principal.
15. Heads of Departments must submit the Department's time table and individual teacher's time table to the principal. Any change must also be reported to the principal in writing.
16. Teaching Staff are banned from using cell phones while taking classes.
17. Teaching Staff should handle the subjects assigned by the Head of the Department.

  
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18. Teaching Staff should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful. 19. Value based education and overall development of the student must be the motto of the Teaching Faculty.

20. Teaching Staff should be responsible and interact positively with parents/guardians and other stake holders of the institute.

Stake holders of the institute.

21. Dress code for the faculty of the college.

Male Staff :Tucked in shirts with trousers and shoes Ladies: Saree

22. It is mandatory for Staff to display ID cards at all times when they are in campus.

23. Teaching Staff members must take attendance within first 5 minutes of starting the period.

24. Teaching staff should engage 60 minutes lecture and should not leave the class early.

25. Teaching Staff should take care of slow learners and pay special attention to their needs in remedial coaching classes.

26. Teaching Staff should motivate the students and bring out the creativity/ curiosity in the students and should make himself/ herself available for doubt clearance.

27. Two IA Tests (theory and Practical) are to be entered in the IA marks register.

28. Marks for the assignments, IA Tests are to be entered in the IA marks register.

29. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ principal in academic, co-curricular or

Extra-curricular activities.

30. Every Teaching Staff must maintain a work diary for each subject offered during semester/year.

31. As per the rules of the Institute Staff members must adjust their classes and show the consent of the substitute teacher to the HOD/ Principal before going on leave.

32. In case of emergency, the HOD/Principal or the next senior Teaching faculty must be informed with appropriate alternate arrangements suggested.

  
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## Vidyarthi neetisamhite

### Preamble

Vidyarthi neetiaamhite indicates the standard procedures and practices of the APS College of arts and Science for all the students enrolling with the college for pursuing various courses all the students must know that it is helping upon them to abide by this code of conduct. And the rights, including the responsibilities flowing from it. All the students are here by instructed to be well aware of these codes of conduct.

### Ethics and Conduct:

- Student (he/she) shall be regular and must complete his or her studies in the college.
- In case of the discontinuation of the programme (bachelor degree) he/she will be relived with the written consent submitted to principal.
- College believes in promoting a safe and efficient climate to all the students by upholding Integrity, respect to all the persons and their rights.
- Any act of discrimination (physical/ verbal, such as individual's gender, religious beliefs disabilities, family status etc.) will not be tolerated.
- If any students involving him/herself in intentionally damaging/destroying college's property, property of faculty members, property of other students will be considered as misconduct on the part of the students.
- Students should posses' Identity card with him/her during the college hours, and to be produced when demanded by the concerned.
- Students of the APS arts and Science College are not allowed to organize meeting and processions related to any cause without formal permission from the Principal of the college.
- Unauthorized possession and use of any weapons and explosives in the college campus is strictly prohibited.
- Consumption of alcohol/tobacco in any forms inside the college campus is strictly prohibited.
- Rash driving in and around the campus is strictly prohibited.
- Theft or unauthorized access to college's resources are strictly prohibited.

  
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- Students are not permitted to interact on behalf of the college with media representatives or invite media person to the campus without the permission of the Principal APS Arts and Science College.
- Students are not permitted to use mobile phones during the class hours.
- Students are strictly instructed to use social media carefully and responsibly, any harm caused to the college's dignity and honor will not be tolerated and strict action will be taken as per the decision of the principal.

Code of penalty is as follows

An initial oral warning by the authorities will be given on the misconduct of the student as a preliminary action, and will be duly recorded.

On the serious violations of the College's code conducts, the penalty may also include suspension from the college/with forfeiture of scholarship for a specific period of time.

- Involving in any illegal activities may lead to expulsion from the college.
- Withholding the hall-ticket or grade card.

Malpractice:

Copying during internal assessment test/main exam/practical exam.

- Submitting an acquired/downloaded project reports/other material to satisfy course requirement.
- Altering previously evaluated internal assessment paper/project report etc.

Anti-ragging.

A. Definition of Ragging

Under laws in India, ragging is defined as:

- Any undisciplined behaviour of a student/students, either by acts or words spoken, the effect of which is teasing, treating or handling with rudeness any other student;
- Any rowdy or undisciplined activity, which causes annoyance, hardship or psychological harm to other student/students.
- Raise fear or apprehension thereof in the minds of junior fellow-mates.
- Asking any student/students to do an act or perform something, which such student will not do in ordinary course, which has the effect of causing shame or embarrassment so as to adversely affect the physique or psyche of a junior student/students.

B. Anti-ragging Cell.

Anti-ragging cell at A.P.S. College of Arts and Science is comprised of 2 senior female faculties followed by 2 male faculties, which includes 1 faculty P.G. department and 1

  
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member from physical education department and headed by the Principal of the college.

c. Consequences of Ragging.

- Cancellation of admission
- Suspension from attending classes.
- Withholding/withdrawing scholarship and other benefits.
- Withholding exam hall-tickets.
- Debarring from appearing in test/practical exam/theory exam.
- Withholding results.
- Debarring the student from representing class.
- Restriction from college for a period of 1 to 4 years.
- Expulsion from college and barring from admission in any other colleges.

Student grievance- Re-adressal cell

A.P.S. College of Arts and Science is comprised of 2 senior female faculties, followed by 2 male faculties, which includes 1 faculty P.G. department and 1 member from Physical education department and headed by the Principal of the college.

Student Participation in governance.

- Eligible Class representative are elected to circulate useful information among the students.

  
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