

**Shri Shivaji Education Society's,
MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE, ULGA, KARWAR,
Uttar Kannada, Karnataka-581328**

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CODE OF CONDUCT FOR EMPLOYEES

1. Every employee shall carry out the work for which he / she has been employed consistently and to the best of his / her ability and observe the rules, regulations, orders, directions, instructions, which are or will be issued from time to time by the Management or persons authorized by the Management.
2. No employee shall reveal to any one confidential matter regarding the Establishment's services / matters which has become known to the employee in the course of his / her employment in the Establishment.
3. An employee of the Establishment shall not undertake any assignment, employment or business directly outside his / her employment in the Establishment without the Management's specific approval in writing.
4. All employees shall be courteous to their superiors, colleagues and visitors of the Establishment.
5. Each employee shall be responsible for and shall take proper care of the equipment, instruments, tools, articles, stationary etc... generally and specifically entrusted, to him / her. Employees shall not take out of the premises any articles, documents, tools, instruments etc... belonging to the Establishment without the written permission of the Management.
6. Employees shall take all necessary precautions to safeguard the Establishment's property and prevent accident or damage to it.
7. All work in the Establishment shall be considered dignified. Every employee shall be prepared and agreeable to perform even a lower classified job when asked by the Management in the interest of the uninterrupted and productive working of the Establishment.
8. Every employee is liable to perform all jobs which are ancillary to or incidental to or connected with or preliminary to his / her main duties.
9. Employees shall attend to their work without delay or demur.
10. No employee shall defame his / her Employer / Management and / or any of the superiors of the Establishment for any reason whatsoever.

11. The employees assure and render full co-operation with the Management in maintaining good discipline, smooth and continuous work of the Establishment and increased productivity in their work.

12. Every employee shall be liable to make good any loss or damage sustained by the Establishment as a result of any negligence or carelessness on his / her part in performance of his / her duties. Amount of loss or damage will be recovered as per the provisions of Law after giving full opportunity of being heard to the concerned employee. Employees shall be liable to be sued for any loss or damage caused to the property of the Establishment or in respect of the amount misappropriated apart from the punishment under these service rules.

13. No employee shall eat or smoke in places other than those specifically assigned for the purpose.

14. No employee shall bring liquor or other intoxicants to the Establishment premises, consume any intoxicants on the Establishment's premises or report for duty in an unfit condition because of previous indulgence or under the influence of any intoxicant.

15. No employee shall interfere with other employees work, disturb them or cause any annoyance to them at work

16. The staff members are expected to be at their work place during the prescribed working hours. No employee shall be allowed to leave the work spot during working hours without prior permission of his superior.

17. If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal through their HOD.

18. The periods and hours of work for all employees shall be fixed and shall be notified by the management.

19. The management reserves the right to change the periods of hours of duty at its discretion subject to the provisions of related Laws applicable to it.

20. The staff members shall not involve themselves in activities, not conducive to their work during the working hours.

21. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.

22. The staff members shall not involve in political activities.

23. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.

24. Any breach / violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

Duties and Responsibilities of the Principal and other Staff:

Each and every staff in the college has some responsibilities and should carry all the tasks assigned to him/her in good spirit.

1. Principal: He should be a visionary who works for the overall development of the college. The responsibilities of the Principal are as follows:

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.
2. To take institute and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of college results and academics.
4. To promote industry institution interaction and research & development activity.
5. To conduct the periodical meetings with the faculties for effective administration of the college.
6. To make the employee and students aware of the rules, policies, and procedures laid down by the college and see to it that they are enforced.
7. To maintain good rapport with the public.
8. To give more attention to the grievances of students and staff.
9. To monitor campus drives to help the meritorious students in their job search

2. Head of the Department:

The responsibilities of the HOD are as follows:

1. To monitor and conduct academic activities of the department under the guidance of the Principal.
2. To take department and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of department results and academic performance.
4. To maintain discipline and enforce rules as laid down by the institute, in the department.
5. To maintain necessary academic records.
6. To monitor the day to day activities of the department.

7. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc., for the benefit of the student and faculty.
8. To conduct regular meetings with teaching staff and students.
9. To prepare the department requirements and budget needed.
10. To oversee the purchase and deployment of any resource allotted for the department.
11. To execute any other work assigned by the management / Principal.

3. Teaching Staff:

Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor, Lecturer. He/She shall discharge the following responsibilities:

1. To follow all rules and regulations as prescribed by the college.
2. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical's, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
3. To use innovative teaching aids and adopt innovative teaching – learning methodologies.
4. To counsel students and conduct extra lectures / revision lectures for students requiring help.
5. To organize/co-ordinate/attend various seminar/workshops/conference/faculty developments program/training programs.
6. To participate proactively in any research and development activities conducted in the department.
7. To complete the work assigned to him/her in time
8. To perform other academic/administrative duties assigned by Head of the Department / Principal / Management.

4. Non teaching:

1. Maintain and manage all the records and documents necessary for teaching, learning, evaluation, administration, finance management, plan budget reporting, and all other official transaction between the college and various other bodies.
2. Perform duties and responsibilities assigned to them by the principal / management through office superintendent.
3. To function as link between students, teachers, and college administration.
4. To maintain and manage all the equipment, instruments provided to them for performance of the office duties.
5. To assist students in all official requirement.
6. To maintain confidentiality of all the official process, unless permitted to disclose by the management/ principal.
7. Timely completion of all the work assigned to them with respective of college/university or any applications of parents, guardians, and students.



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