

**R. T. E. Society's
Arts Science and Commerce Degree College, Ranebennur-581115**

CODE OF ETHICS

RTES Arts Science and Commerce Degree College, Ranebennur has upheld and will continue to uphold the highest levels of ethics and integrity in all its affairs. To this end, this Code of Ethical Conduct serves (1) to emphasize the College's commitment to ethical conduct and compliance with the law; (2) to set forth basic standards of ethical and legal behavior; (3) to provide reporting mechanisms for known or suspected ethical or legal violations; and (4) to help prevent and detect wrongdoing.

All the students of the institution are directed and governed by these values to foster education in its true sense

A: Students Handbook

The institution lays primary emphasis on the maintenance of discipline. The students are advised to strictly follow the following code of discipline:

1. Students must carry the Identity Card with them on all days and should produce the same as and when asked for.
2. Entry of outsiders in the college without proper permission from the Principal is strictly prohibited.
3. Smoking/alcohol inside the college campus is strictly prohibited.
4. Students shall not be allowed to enter the college campus after 10:00 am and leave before 4:30 p.m.
5. It is mandatory for every student to maintain proper discipline in the college campus. Any kind of act by the student that amounts to indiscipline will make him/her liable to imposition of heavy fine or even expulsion from the college.
6. A student shall be allowed to appear in the examination only if he/ she has obtained at least 75% attendance in all the subjects.
7. Every student shall come to the college in proper uniform.

B: Teachers Handbook

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week in the beginning of the semester.
5. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
6. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
5. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc

- a. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- b. Staff members are encouraged to take up Research projects.
- c. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
- d. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
- e. Absence from duty in the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
7. Teachers are barred from using cell phones while taking classes.
8. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
9. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
10. Each Department Association must conduct at least three special meetings in each semester.
11. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
12. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.

13. Teachers shall not directly involve in Viva Voice, internal Examination or exam duty any member of their immediate family. All employees are required to disclose immediate family members studying in the College.
14. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

Non-Teaching Staff's Handbook

- a. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)
- b. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- c. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- d. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- e. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- f. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.