

M.P.E. Society's



**SHREE DHARMASTHALA MANJUNATHESHWARA
COLLEGE OF ARTS, SCIENCE, COMMERCE, BBA, BCA
AND P.G. STUDIES, HONNAVAR**

Dist. UTTARA KANNADA, KARNATAKA - 581334

(Affiliated to Karnatak University, Dharwad)

HANDBOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal, Teaching Staff & Non-Teaching Staff)

Prepared by
**INTERNAL QUALITY ASSURANCE
CELL (I.Q.A.C.)**

**M.P.E.Society's, Shree Dharmasthala Manjunatheshwara
College of Arts, Science, Commerce, BBA, BCA and P.G. Studies, Honnavar
Dist. Uttara Kannada, Karnataka – 581334**

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Preface

Founded in the year 1964, M. P. E. Society's, S. D. M. College of Arts, Science, Commerce, BBA and Post Graduate Studies in Commerce and General Chemistry a Grant-in aid co-educational College celebrated its Golden Jubilee in the year 2015. It is one of the three educational institutions managed by Malnad Progressive Education Society (Regd.) Honavar, Uttara Kannada. The college, which was named as M. P., E. Society's Degree College in the year 1964 was renamed as S. D.M. Arts, Science and Commerce College in the year 1974. This was the turning point in the history of this college, since then it has become a house hold name all over the district by acquiring excellent academic standards and achieved a unique recognition among the institutes of Higher Education in the state. The college is located in a rural setting surrounded on one side by a natural reserve forest named as Sahyadri Mountain series provided a lush green ambience and on the other Arabian Sea providing a beautiful beach. The college has a sprawling campus area of 50 acres which it shares with sister institutions managed by the M. P. E. Society. The college is affiliated to Karnatak University, Dharwad. The college is recognized under section 2(f) and 12(B) of the UGC Act 1956. The college was accredited by NAAC at 'A' in the first cycle (2004) and repeated its performance in the **second cycle by** getting Re-accredited at A (2011). Thus, the college acquired uniqueness in the district for having secured 'A' grade at three consecutive times by the NAAC. Being one of the premier institutes in the District over the period of more than fifty years of its existence, achieved its objective of providing higher education to those who aspire for it among the rural folk. Exemplary performance of the students of the college in curricular and co-curricular activities and the high position occupied by the alumni of the institution speak volumes about the genuine interest and sincere endeavors of the institute in fostering dormant talents and tapping creative and innovative spirit of students. With its rare blend of heritage and modernity and excellent infrastructure and human resources, the college is in forefront in developing global skills in the learners to pursue its mission of empowering of youth to make higher education the fulcrum of socio-cultural change'.

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The Institution works with a clear vision & Mission

Our Vision is:-

**“TO ACHIEVE ACADEMIC AND PROFESSIONAL EXCELLENCE WITH
CHARACTER BUILDING”**

Our Mission is:-

**“TO INSTALL SELF CONFIDENCE IN THE STUDENT COMMUNITY THROUGH
EDUCATION WITH AN EMPHASIS ON COMPETITIVE SPIRIT TO FACE THE
CHALLENGES”**

1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS:-

Introduction:-

The Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of the institute depends on the academic performance as well as on the behavior of the students. Our Motto is “*Self Discipline Is the Best Discipline*” The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells/Committees familiar with the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

“SELF DISCIPLINE IS THE BEST DISCIPLINE”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, piece and Educational Atmosphere in the College premises. Therefore, the College has introduced the following code of conduct which must be followed by every student of the college.

1. Classes start from 8.30a.m. and may continue up to 5.00p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per the Karnatak University, Dharwad rules 75% attendance is mandatory to appear in semester end examinations.



CODE OF CONDUCT / PROFESSIONAL ETHICS / GUIDELINES

4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the lecturers when they see them for the first time, in a day, in the campus.
6. Only urgent/important notice shall be read out in class room. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and wear neat and tidy uniform prescribed by the college.
8. Any types of western culture dress strictly prohibited. Every student must avoid exaggerated fashions.
9. No student is permitted to have fashionable/unusual/colored hair style.
10. Eatables snacks/beverages (drinks) are not allowed inside the College.
11. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
12. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Anti-Ragging committee Coordinator.
13. Consuming Alcohol, Guthkha or Smoking is Strictly Prohibited in the Premises and out Of the College.
14. Every student must help to keep college premises/campus/Class Room & desk-chairs clean and neat, everyone must use dustbin to put garbage.
15. No student is permitted to spite in college premises/campus or in classroom.
16. College premises and all classrooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises / campus / classroom.

CODE OF CONDUCT / PROFESSIONAL ETHICS / GUIDELINES

17. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
18. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
19. No friends/guests/visitors/any outsider's shall be allowed with the students in the college premises/campus as well as in classroom.
20. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
21. Any student who damages the assets/properties of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
22. For any kind of misbehavior with teachers / administrative staff / management members or creating disturbances in the college premises/in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
23. Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, rest room, study room of library & computer lab.
24. Furniture in the classrooms should not be moved or displaced.
25. Students must take proper care of all the college property. Anyone who damages the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is treated as breach of discipline of the college and will be considered a punishable offence.
26. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
27. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear in the university examinations.

28. Any type of malpractice is strictly prohibited in Unit Test / College / University Examinations.
29. Personal function/program/birthday etc. in the college campus/class room is strictly prohibited.
30. Celebrating any western cultural day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
31. Students are prohibited from doing anything inside or outside the College that interferes with its orderly administration or affect its public image. No outside influence, political or any other should be brought into the college directly or indirectly.
32. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerned teacher, who will help them solve their problem.
33. Each student should park his/her vehicle in the earmarked parking lot of the college.
34. A student should not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

2. Code of Conduct of College Library for The students of the College

1. Every staff/student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 9.30 A.M. to 5.P.M. on working days.
5. Misbehavior in the library/ in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the Entry Register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, campus / I.D Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Students must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or mutilation of books issued to him/her.
11. Members/students are not permitted to underline, write in, folding/tearing of pages or defaced books in any way whatsoever.

12. The borrowed book should be returned on or before the due date, if not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate token will be issued on payment of Rs.100/- .
15. All final year students should return their library token and library books based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting final marks card of University Examination.
16. Students can use well equipped Library study room from 09.00 to 5.00 p.m. with the permission of the Principal/Librarian.

Code of Conduct, Professional Ethics for the Principal, Teaching - Staff and Non-Teaching Staff

Following code of conduct/code of professional ethics for the **Principal, Teaching Staff & Non-Teaching Staff** of *M.P.E. Society's S. D. M. college of Arts, science, Commerce, BBA, BCA and PG Studies, Honnavar* have been guided, suggested, approved & resolved by the **Governing Body** of *Malnad Progressive Education Society, Honnavar* in its Governing Body meeting which are as follows:

2. Code of Conduct for the Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. To abide by the rules and policies framed by the management of the MPE Society and meticulously implement the directions/orders issued by the management from time to time.
3. To maintain discipline and order in the campus.
4. Chalk out a policy and plan to execute vision and mission.
5. Keep the co-ordination in all college works.
6. Provide guidance, leadership, direction to the all stakeholders.
7. Oversee and monitor the administration of the academic programs and general administration of the college.
8. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
9. Observance and implementation of directives issued by Government, /U.G.C./Director of Education/Higher Education/University and other concerned authorities.

10. Maintain Assessment Reports of the teaching and non-teaching staff of the college.
11. Motivate the teaching and non-teaching staff to follow the code of conduct of the institution.
12. Assessing reports/Academic dairy/teaching plan/plan of action and action taken reports of teachers/heads of the departments/directors/coordinators.
13. Assessing the academic syllabus/course of the students.
14. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
15. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
16. A service book shall be maintained by the administrative officer/head clerk or any other officer duly authorized by him.
17. To motivate the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
18. To encourage overall physical and cultural development of students fraternity through various extracurricular activities.
19. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with utmost utilization of their potential in curricular and extracurricular activities.
20. To encourage teaching and non-teaching staff in their professional development.

3. The Professional Ethics & Code of Conduct for the Non-Teaching Staff

1. Every member of non-teaching staff of the college shall discharge his / her duties efficiently and diligently to match with the administrative standards and performance norms lay down by the U.G.C / University / College / Management from time to time.
2. Maintain their professional knowledge & skills update himself / herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the students and assisting in extending many kind of help/guidance to the students.
6. Speak respectfully and behave politely with everyone. (The Principal, teachers, Students, visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate in implementing the policies of the institutions which have been made by higher authorities of the institution.

10. Co-operate with the authorities in the betterment of the institutions keeping in view the interest of the institution and in conformity with dignity of the profession.
11. Should adhere to the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply his/her knowledge and experience for overall development of the office work of the college.
13. Every employee should behave respectfully and perform fairly and always be committed to the best interest of the college.
14. Every employee of the college should cooperate in maintaining discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as an Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.

19. No one of the non-teaching staff should by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of this profession.
20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development.
24. No one shall meet/approach directly any member of the Management/Governing Body of *Malnad Progressive Education Society, Honnavar* for their personal or any issue or matter. He / She should put forward their issue / matter through the Principal to the Management/Governing Body of the *Malnad Progressive Education Society Honnavar*, in written form.
25. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

: The Professional Ethics For The Teachers :

(As per UGC Notification-2018)

Introduction:-

The college is providing the following guidelines of UGC for maintaining the Professional Ethics For The Teachers These Guidelines Are Adopted From UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018.

Source: [https:// www.ugc.ac.in/pdfnews/5323630 New Draft UGCRegulation -2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation_-2018)

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) . Respect the right and dignity of the student in expressing his/her opinion;
- (ii). Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from following consideration of caste, creed, religion, race or sex in their professional endeavor.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, with in every educational institution; and

- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS :

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY :

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

**Code of Conduct / Professional Ethics for Teachers
As per resolution of the Governing Council of Malnad
Progressive Education Society, Honnavar**

Following code of conduct / code of professional ethics for the teachers of *M.P.E.Society's S.D.M. College of Arts, Science, Commerce, BBA, BCA and PG Studies, Honnavar* have been guided, suggested, approved & resolved by the Governing Council of *Malnad Progressive Education Society, Honnavar*.

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College/Management from time to time.
2. Maintain their professional knowledge & skills update himself / herself professionally for the proper discharge of duties assigned to him/her.
3. Should apply their knowledge and experience for overall development of the students of the college.
4. Should behave respectfully and fairly with the students of the college.
5. Should be sincere, dedicated and academically focused.
6. Prepare subject-wise and semester-wise individual teaching plans at the beginning of the semester and perform accordingly.
7. Should do continuous assessment of the students for finding out slow learners & fast learners & strive adequately for overall development of the students of the college.
8. Shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.

9. Should not only confine his/her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, Competent and fully developed personality & strive to achieve the Vision and Mission and Objectives of the college/institution.
10. Should inform the Students about college discipline/code of conduct and encourage/motivate them to follow accordingly.
 11. Should devote their time and energy to develop and improve the academic and professional competence.
 12. Should cooperate in maintaining the discipline and groom good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the department/committees/cells of the college.
 13. Should attend the College/University Examination duties, Valuation works, Moderation and practical examinations.
 14. Shall not incite, instigate or provoke any student/s; any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
15. Should maintain the positive relationship with all colleagues & students of the college.

CODE OF CONDUCT / PROFESSIONAL ETHICS / GUIDELINES

16. The teacher possesses his/her identity as a teacher / Employee of the college / Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside the College Campus; every teacher is expected to maintain the reputation, discipline & culture of the College at the public places/in the society.
17. Should inculcate a feeling of pride among the students for their Parents, Teachers, Society, institution & Nation.
18. Create pleasant atmosphere where students can actively participate in curricular and co-curricular activities of the college.
19. Should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
20. Avoid conflicts between professional work and personal interests.
21. Should not by action or deeds degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
22. Shall not remain absent from work without prior permission of the Principal or grant of leave.
23. Shall report to the Principal, if there is any criminal complaint, action / proceeding lodged against him/her in any police Station, Court or Forum.
24. Should adopt a humane approach in dealing with students who are physically challenged.
25. Be punctual & careful in availing professional opportunities for career development.

CODE OF CONDUCT/PROFESSIONAL ETHICS/GUIDELINES

26. Academic Dairies are provided to every teacher by the college at the commencement of the semester. Every teacher should regularly record in it, his/her daily lectures/daily performance, other necessary information & submit it to the Principal for approval.
27. Teachers who wish to discuss any issues and grievances with the management, must approach through the principal
28. No teacher shall leave headquarter without permission of the Principal.
29. Refrain from undertaking any other employment and commitment (on part-time or full time basis) including private tuitions and coaching classes, etc which are likely to interfere with their professional responsibilities;
30. Abide by the rules and policies framed by the management of the MPE Society and obey the directions/orders issued, either directly or through the principal, by the management from time to time.

Note: - (Besides above Code of conduct/Directions/guidelines, if any additional information as per requirement will be communicated to the concerned Teacher/faculty/Head of the teaching department from time to time by the Principal.

5. Head of the Teaching Departments

Following code of conduct/code of professional ethics for the H.O.D.s of different Departments of M. P. E. Society's S.D.M. College of Arts Science Commerce, BBA, BCA and PG Studies, Honnavar have been guided, suggested, approved & resolved by the Governing Council of Malnad Progressive Education Society, Honnavar in its Governing Council meeting.

Code of conduct/Nature of work/Directions/Guideline for all the Heads of the Teaching Departments of the College:

1. At the commencement of each semester he/she should see that teaching plans of all the teachers of the department is prepared and approved by the principal.
2. Should take the feedback on curriculum, facilities and teaching from the students twice in a year, and report to the principal.
3. Any program or any activity should not be organized / arranged by any department of the college, without prior permission/consent of the Principal.
4. Should submit reports on completion of syllabus in written form to the principal at the end of the academic terms.
5. Should maintain and update Minutes book of the Departmental Meetings.
6. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
7. Conduct group discussions, debate competitions, Subject Seminars by using Power Point Presentation for and by the students.

8. Identify slow learners & advanced learners. Organize extra classes/remedial classes for slow learners & Provide proper guidance to the advanced learners to achieve more.
9. Arrange necessary “Industrial/Field trips, study Tour” for the students and a copy of the report of such events should be maintained in the department.
10. Organize necessary guest lectures on various subjects for the overall development of the students, with the permission of the Principal.
- 11.

Note: - (Besides above Code of conduct / Directions / Guidelines, if any additional information as per requirements will be communicated to the concerned Teacher / faculty / Head of the teaching department from time to time by the Principal.)

6. Conveners

Following Code of conduct/nature of work/directions/Guideline for **Conveners / H.O.D.s of other than teaching departments** of *M. P. E. Society's, S. D. M. College of Arts science, Commerce, BBA, BCA And P.G Studies, Honnavar* have been guided, suggested, approved & resolved by the Governing Council of *Malnad Progressive Education Society, Honnavar* in its Governing Council meeting for knowing his/her duties, responsibilities, nature of work & for working smoothly and conveniently to all.

Code of conduct / Nature of work / Directions / Guidelines for the Conveners of N.S.S. / N.C.C. / Rover Rangers / Library / Sport / Cultural & all College Committees.

1. It is also expected from every Dept./Cell/Committee should organize a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Ex- officio) chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Head / Convener in proper manner.
2. For creating and maintaining quality among the students, as well as keeping record for NAAC purpose, planned programs / activities / events must be organized by the Concerned Dept./Cell/Committee documented.

Note: (Besides above Code of conduct/Directions/guidelines, additional information if any will be conveyed to the concerned Convener of the Dept./Cell/Committee by the Principal.)

CODE OF CONDUCT / PROFESSIONAL ETHICS / GUIDELINES

Above all contents, in this Manual of Code of Conduct/Code of Professional Ethics/Directions/Guidelines for the Teachers/HOD /Conveners of *M. P. E. Society's S D M College of Arts Science Commerce, BBA, BCA And PG Studies, Honnavar* have been approved and resolved by the Governing Council of the *Malnad Progressive Education Society, Honnavar*.

All Head of the departments and teachers / Conveners of the Committees of the M. P. E. Society's S D M College of Arts Science Commerce, BBA, BCA And PG Studies, Honnavar shall abide by the above code of conduct/Code of Professional Ethics/Directions/Guideline for betterment of the institution.

President
Malnad Progressive
Education Society,
Honnavar

Secretary
Malnad Progressive
Education Society, Honnavar

Principal
M. P. E. Society's S D M College of
Arts Science Commerce BBA BCA
and PG Studies, Honnavar