



Bharath Educational Trust ®  
ವಿಶ್ವಚೇತನ ಪದವಿ ಕಾಲೇಜು

**VISHWA CHETHANA DEGREE COLLEGE**

College Code : 8D

# 36, 1st Main, 4th Cross, Rajarajeshwari Layout, Hosur Road,  
Anekal Taluk, Bangalore District - 562 106

Mob. : 9742607366, 9066544442. Ph. : 080-29785502

### METRIC 7.1.10

## CODE OF CONDUCT MONITORING COMMITTEE & POLICY DOCUMENT

### CODE OF CONDUCT

The following members represent **code of conduct** monitoring committee:

All the members of the committee are responsible for the administration and implementation of code of conducts, and also to take up necessary awareness programs on regular basis.

#### COMMITTEE LIST:

1. Mr. SURENDRA KUMAR, Assistant Professor, Department of Management
2. Mr. MULLAI ARASU, Assistant Professor, Department of Management
3. Mr. SRINIVAS R, Assistant Professor, Department of Computer Science
4. Mr. MOHAN KUMAR B, Assistant Professor, Department of Commerce
5. Mr. ARUN KUMAR, Assistant Professor, Department of English
6. Mrs. AMRIN SUMAR SULTANA, Assistant Professor, Department of Commerce
7. Mrs. NASREEN TAJ T A, Assistant Professor, Department of English
8. Mrs. BHAGYASHREE, Assistant Professor, Department of Commerce

PRINCIPAL  
VISHWA CHETHANA DEGREE COLLEGE  
Signature of the Principal

Nd: 36, Rajarajeshwari Layout,  
Hosur Road, Anekal-Tk, BANGALORE DIST-562 106



Bharath Educational Trust ®  
ವಿಶ್ವಚೇತನ ಪದವಿ ಕಾಲೇಜು

**VISHWA CHETHANA DEGREE COLLEGE**

College Code : 8D

# 36, 1st Main, 4th Cross, Rajarajeshwari Layout, Hosur Road,

Anekal Taluk, Bangalore District - 562 106

Mob. : 9742607366, 9066544442. Ph. : 080-29785502

## INDEX

| SL NO. | TITLE                                      | PAGE NO. |
|--------|--------------------------------------------|----------|
| 1.     | Title page                                 | 1        |
| 2.     | Index                                      | 2        |
| 3.     | Preface                                    | 3        |
| 4.     | Applicability                              | 3        |
| 5.     | Code of Conduct for Students               | 3        |
| 6.     | Code of Conduct for Teachers               | 4        |
| 7.     | Code of conduct for Non-teaching<br>staffs | 4        |
| 8.     | Library Rules and Regulations              | 5        |



Bharath Educational Trust ®  
ವಿಶ್ವಚೇತನ ಪದವಿ ಕಾಲೇಜು

**VISHWA CHETHANA DEGREE COLLEGE**

College Code : 8D

# 36, 1st Main, 4th Cross, Rajarajeshwari Layout, Hosur Road,

Anekal Taluk, Bangalore District - 562 106

Mob. : 9742607366, 9066544442. Ph. : 080-29785502

## 1. PREFACE:

This Handbook indicates the standard procedures and practices of Vishwa Chethana Degree College, Anekal for all the students who are registering with the college for pursuing varied courses, teaching and non-teaching staffs. The code of conduct has been formed to improve the overall performance, development of students and teachers by creating an effective way of teaching-learning platform.

Code of conduct usually describes the universally established ethical values and rules to be followed by the members of a group or an institution, or a community. A code of conduct is the foundational document for any ethics and compliance program. It communicates expected behaviours for students, faculties and supporting staffs in the institution. The purpose of this Code of Conduct is to make students, teaching and non-teaching staffs towards the growth of institution, which depends on the academic performance as well as on behaviour of the students.

## 2. APPLICABILITY:

The code of conducts framed by the code of conduct monitoring committee is applicable to all the individuals of the institution namely: Principal, all the teaching, non-teaching staffs, and all the enrolled students.

## 3. CODE OF CONDUCT FOR STUDENTS:

- All the students must reach the college in time before the assembly bell.
- Students must come with college uniform and identity card issued by the college.
- As soon as the morning prayer ends, students must undergo five minutes meditation before the start of first period.
- Students are strictly instructed to maintain perfect classroom discipline during the class hours.
- Change of classrooms between periods should be done in silence and in orderly manner without disturbing other classes.
- Shouting or whistling is not allowed in or around the college campus.
- All the boys should get their hair cut at regular basis.
- Carrying and usage of mobile phones are strictly prohibited inside the college premises.



Bharath Educational Trust ®  
ವಿಶ್ವಚೇತನ ಪದವಿ ಕಾಲೇಜು

**VISHWA CHETHANA DEGREE COLLEGE**

College Code : 8D

# 36, 1st Main, 4th Cross, Rajarajeshwari Layout, Hosur Road,  
Anekal Taluk, Bangalore District - 562 106

Mob. : 9742607366, 9066544442. Ph. : 080-29785502

- It's not advisable to bring valuable articles like expensive watches, cameras, jewellery and other electronic gadgets etc. In case of any loss, college is not responsible.
- At most care must be taken on the college property and no student is allowed to damage college property. If such any, strict action will be taken against such indiscipline.
- No student should bring any sharp articles to the college.
- Any kind of gatherings/ celebrations in classroom/ ground/ anywhere around the college premises are strictly prohibited.
- During the class periods, no student is allowed to leave the class or college without a valid out pass.

#### 4. CODE OF CONDUCT FOR TEACHERS:

- All the teachers must be present inside the college campus before 30 min of assembly bell.
- Teachers must monitor the students in assembly during morning prayer and till they enter their respective classes.
- Before the commencement of first period, the teacher must be present inside the classroom before 5 minutes.
- Express free and frank opinion by active participation in meetings towards the growth of knowledge of students.
- Teachers are responsible for timely completion of syllabus by following the programme of work and performance evaluation of the students.
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Co-operate and assist in carrying out functions relating to admission and counselling of students.
- All the teachers are supposed to leave the college only after the departure of all students.

#### 5. CODE OF CONDUCT FOR NON-TEACHING STAFFS:

- To maintain punctuality and discipline at all the time.
- To respect principal and teaching staffs.
- To maintain decorum of the college.
- All the staff members to maintain professional behaviour.



Bharath Educational Trust ®  
ವಿಶ್ವಚೇತನ ಪದವಿ ಕಾಲೇಜು

**VISHWA CHETHANA DEGREE COLLEGE**

College Code : 8D


# 36, 1st Main, 4th Cross, Rajarajeshwari Layout, Hosur Road,  
Anekal Taluk, Bangalore District - 562 106

Mob. : 9742607366, 9066544442. Ph. : 080-29785502

- Every staff member of the institution shall discharge his/her duties as per the rules and regulations laid by college authority.
- All the staff members shall follow appropriate levels of confidentiality.
- To co-operate with the students, colleagues and superiors.
- Every staff member should respect rights and opinions of others.
- Co-operate and assist in carrying out functions relating to admission, advertising and counselling of students.

## 6. LIBRARY RULES AND REGULATIONS:

- All library users are required to enter their name and sign in the library register.
- Students can borrow certain number of books for certain period communicated by a librarian.
- Students must return the books on or before the due date. A fine will be collected after expiry of due date.
- The borrowers can renew books and materials before the due date without any reservation.
- Library users are expected to maintain silence at all the times in the library. Cell phones and their usage is prohibited.
- Borrowers must replace lost or damaged library materials with new version of the same.
- Library users should present their identity card for the borrowing or renewal of library materials.
- The librarian reserves the right to deny the issue or renewal of library materials where the identity card is not presented by the student.
- Students should return all the borrowed items from the library, clear all fines and return the library identity card before leaving the college.
- The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.

  
PRINCIPAL  
VISHWA CHETHANA DEGREE COLLEGE  
College Code: 8D  
No: 36, Rajarajeshwari Layout,  
Hosur Road, Anekal-Tk, BANGALORE DIST-562 106