

NAAC DVV CLARIFICATIONS

CRITERION 7.1.10

CODE OF CONDUCT DISPLAYED IN THE WEBSITE

Staff code of conduct link in website

https://www.bvricedegree.edu.in/IQAC/2017_18/staffcodeofconduct.pdf

student code of conduct link in website

https://www.bvricedegree.edu.in/IQAC/2017_18/studentcodeofconduct.pdf

POLICY DOCUMENT

Code of Ethics

POLICY DOCUMENT: Every member of the institution, including staff, and students, needs to follow certain protocols for better growth of the institution. They include a) be inclusive b) be considerate c) be respectful d) choose better words e) Don't harass f) strength in diversity

Employees can handle many common situations by following the code of ethics. Employees should act with integrity, comply with laws, maintain a professional work environment and comply with company policies. They should treat customers, colleagues, and partners ethically at all times. It is essential that the employees avoid relationships and activities that hurt, or appears to hurt, their ability to make objective and fair decisions. Institution's integrity is essential for maintaining trustworthiness and reputation in the public. Employees should always do their work fairly, honestly, and legally. Both staff and students must to be regular and punctual to the college. This means being in the office, ready to work, at starting time each day. Absenteeism and tardiness burden other employees and the company. Absence without notice is considered as Job Abandoned. The institution is committed learning environment without any discrimination and unlawful harassment. Personal cell phone usage during college hours is discouraged, except in extreme cases such as an emergency. A professional appearance is important when employees work with customers or potential customers. Staff and students should be well-groomed and dressed appropriately while attending the institution. The use of tobacco products is specifically prohibited in the campus. Use of the Internet must not interfere with the employee's prescribed work and productivity.

Code of conduct for students, teachers, governing body and administration:

STUDENTS:

- Student should attend the college in uniform prescribed to them
- They need to attend the college in uniform for five days and can wear civil dress on every Saturday.
- If the students attend the college without uniform fine is collected.

- Late comers need to submit their ID card in the Office
- Student can attend the college in civil dress on their birthday.
- Students need to present themselves decently.

TEACHERS:

- All teachers should be self disciplined
- They should take classes regularly
- Teachers need to be in the class room in time.
- Teachers should not waste time in the classroom by chatting with the students.
- They need to maintain the soft decorum
- Handle the students in a proper manner
- Should not punish the students severely, the punishment is in such a way to transform the students into the correct mode
- Teachers should use well accepted language.
- Harsh words and physical punishment should not be encouraged.

GOVERNING BOD AND ADMINISTRATION:

- The Governing body is constituted with the representatives from Management, University, staff, alumni and students with the Principal as Convener
- One member from the industry to focus on the future occupation of the students.
- The college GB and the administration don't show any type of discrimination among staff and students.
- Gender discrimination or caste discrimination has no roots in the institution
- Fair and humble atmosphere is to be on live throughout

STUDENTS ATTRIBUTES:

- The institution has facilitated the students to contribute their turn towards the welfare of the institution
- The institution expects the right return from the students in the form of their contribution and attributions.
- Students need to undertake certain assignments based on the requirements in general.
- One such attribute is self discipline.
- Punctuality and time management in attending the classes
- Submitting the assignments in time
- Supporting the institution authorities in uplifting the integrity
- Claiming no special focus based on caste or creed or religion
- Bearing the true spirit of the institution's establishment

AWARENESS PROGRAMS POLICY:

- 1) Each HOD at their department level give guidelines to the newly joined faculty while allocating the work
- 2) For students at the time of joining one session is dedicated in inaugural function at that time they will be explained about code of conduct
- 3) From 2020-2021 onwards it is taken that code of conduct awareness may be conducted while launching srujana magazine to all staff.
- 4) Other awareness programs are conducted as per AQAR's submitted