



Vasavi Educational Trust

V.E.T. FIRST GRADE COLLEGE

[Permanently Affiliated to Bengaluru City University, Listed U/s 2(f) & 12(B)
of UGC] & Accredited By NAAC

#18, 14th Main, 2nd Phase J.P. Nagar, Bengaluru - 560078

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Code of Conduct Policy

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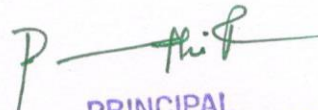
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Approved by: Governing Council


PRINCIPAL
V.E.T. FIRST GRADE COLLEGE
J.P. Nagar, Bangalore-560 078.

Code of Conduct Policy

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Purpose

The purpose of the policy is to provide staff with a clear outline of expected behavior, and instructions on what is and isn't considered good practices by the institution.

Scope

The scope of this policy includes code of conduct for students, faculty, support staff, Principal, Management and institution as a whole

Policy Statement

All stakeholders shall maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

Responsibilities

Code of conduct for students

- Students should maintain discipline and decorum in the college campus.
- Undesirable behaviour like being inattentive, indifferent to lessons, discourtesy to the staff members, tampering the Notice Board, damaging property, littering the campus and any undisciplined act which affect the prestige and reputation of the institution will be viewed strictly and such students will be suspended from the institution during the academic year without any notice.
- A student should not leave the class without the permission or until the lecturer has left the room or asked the class to disperse.
- Waiting in groups and talking are strictly prohibited in the corridors, verandah, and staircase or anywhere in the campus.
- Students shall not take part in any anti-social activities or be a member of any political party. A student violating the conditions is liable to be suspended or dismissed from college.
- Students shall handle the furniture, books and any property of the organization with great care and consideration. Any loss or damage of the property will be chargeable individually or collectively.
- Students will not hold any meetings or collect funds without the permission of the management.
- Students are expected to adopt modest style of dressing failing which the students will be discharged from the institution at any time.
- Use of mobile phones in college is strictly prohibited.

- As per the orders of Hon'ble Supreme Court, New Delhi and further guidelines issued by the State Government, ragging is banned and any one indulging in such acts shall be punished approximately which could include apart from criminal prosecution, expulsion from the college, suspension from the classes for a limited period or fine with public apology. The punishment may be also in the form of:
 - Withholding of scholarships or other benefits
 - Debarring from representation in College events
 - With holding results
 - Suspension or expulsion from the hostel.

Code of conduct for Faculty

- Respect the right and dignity of the student in expressing his / her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labour and ideas of democracy, patriotism and peace. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

Code of conduct for Non-teaching and support staff

- The administrative staff should maintain the decorum, dignity and curtsy in their speech and behavior.
- They should imbibe skill of tactful communication.
- They should follow the maxims of cooperation and politeness in their verbal and non -verbal communication
- Loyalty to the College by being punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining strong relationships with students and staff:
 1. Proper interactions with students.
 2. Maintaining professional boundaries with students and staff.
- Maintaining dignity by treating students with care and kindness.
- Being supportive and cooperate with other staff members.

- Fulfilling responsibilities by meeting the required standards for every assigned task.
- Practice mutual respect, trust and confidentiality.
- Practice justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- Must respect and maintain the hierarchy in the Administration.
- Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
- Must not use unauthorized persons to perform official duties.

Code of conduct for parents

- At V.E.T. First Grade College, we are extremely fortunate to have a supportive and friendly parent body. Our parents recognize that educating children effectively is a process that involves partnership between parents, staff and the wider college community.
- V.E.T. First Grade College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College. All members of the College community have a right to an environment free from harassment and to converse comfortably in a positive and co-operative manner.
- V.E.T. First Grade College Parent Code of Conduct provides clear guidelines to all parents and visitors regarding the conduct expected of them whilst on the College premises, engaging in College related activities or representing the College. This policy applies to all adults including parents, guardians, grandparents, extended family members and caregivers.
- At V.E.T. First Grade College we provide a stimulating, nurturing and challenging environment where the teachings are central to the life of the College. Our students, regardless of their talent, ability or background are challenged to pursue their passions and develop their strengths. Our focus is on the development of the whole person: academic, emotional, social, creative, physical and spiritual, with personal achievements across all areas of endeavor being acknowledged and celebrated.
- Parents must ensure they abide by the law and the College's expectations of parents. When using social media, online forums or other platforms, parents must:

- not discuss or mention the College, its staff or any members of the College community in a negative or defamatory way
- be respectful to staff, contractors, volunteers, other parents, and/or students
- not use it as a means to voice grievances about the College
- make reasonable efforts to ensure that their children comply with the College's policies not post a photo or video recording of another student or parent on social media without consent
- Not post photographs of students in V. E. T. First Grade College uniform representing the College and its students if they have the potential to bring negative connotations. towards the College and its staff and students.

Code of conduct for Principal

- To participate in the administration, planning and development activities at the department level as well as at the Institute and University level.
- To inculcate the culture of research and development.
- To participate and guide in research work.
- To bring in projects and consulting assignments to the institute.
- To collaborate with industry and other academic institutions.
- To setup laboratories, develop new curriculum or upgrade the existing one.
- To guide Faculty for the improvement of their teaching and research ability.
- Principals should involve and commit themselves for the college.

Code of conduct for management

- 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.
- Refrain from undertaking any other employment and Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

- Co-operate with the authorities for the betterment of the College keeping in view the interest and in conformity with dignity of the profession.
- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- 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.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- 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.
- Appointment, commitments, staff welfare, rules and regulation laid by the statutory boards are updated time to time

Code of conduct for the institution

- Approval of course content and manner of instruction
- Establishment of requirements for degrees
- Appointment and promotion of faculty
- Discipline of members of the faculty, and the formulation of rules and procedures for discipline of students and
- Establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement.
- Maintaining academic environment
- Maintaining students and staff welfare
- Follow the set standard by the management, university and government.

Compliance, Monitor and Review

Reporting

Principal will be presenting the report to management and Governing Council about the staff, students and others every month by producing the written report

Records and Documentation

Records are updated and documented by the office administrative staff. Originals and major documents will be preserved in the trust office by the trust administrative officer.

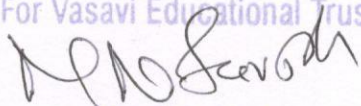
Feed back

Feedback from students, staff, and parents shall be collected for through mail vetfgc@rediffmail.com

Approval and review

Approve and review	Details
Approval Authority	Governing Council And Management Members
Advisory Committee and Approval Committee	Principal and IQAC coordinator
Administrator	Head of discipline committee and code of conduct monitoring committed
Next review date	2 years from the date of approval

Approval and Amendment History	Details
Original Approval , Authority and Date	25-05-2021

For Vasavi Educational Trust

Hon. Secretary


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