



National Education Society ® Shivamogga



## **ACHARYA TULSI NATIONAL COLLEGE OF COMMERCE, SHIVAMOGGA**

Affiliated to Kuvempu University

Accredited by NAAC with 'B' Grade

### **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

- The staff of the institute is responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damaged to the institute assets including all kind of physical assets, movable and immovable property.
- The staff should be aware of maintaining green and environmental hygiene by avoiding use of plastic.
- Cell phones must be made silent in college process and avoid using phones in corridors.
- All the staff members should follow the rules and regulations of the institution as are prevalent from time to time.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/maritalstatus, pregnancy or likelihood of pregnancy, physical features, disability or impairment (physical disability or medical status).
- Staff members must appear in good and decent official dress on all working days.
- Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior Officer.
- Do not attend cell phone calls while in class or laboratory or library.
- The administrative staff should familiarize themselves with college policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.
- The administrative staff should not be engaged in any inappropriate relationship with students.
- Staff members should join hands with college Management committee and head of the institution to maintain calmness, discipline and regularity in college premises.
- Staff members must be prepared to attend to the problems of stakeholders.
- The staff must be ready to accept any additional responsibility or work assigned by college Management committee.
- The staff should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
- The staff should not engage in remarks or behaviour that might be considered disrespectful to their non teaching colleagues, teaching staff or students.



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### **CODE OF CONDUCT FOR OFFICE STAFF**

- The administrating staff should acquaint themselves with the college policies and adhere to them to their best ability.
- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies information on their absence should be promptly forwarded to the college authority.
- The administrative staff should not, on any account, Undertaker any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- They should not hamper The functioning of the college by engaging themselves in political or anti secular activities.
- They should not engage in remarks or behaviour that might be considered disrespectful to their non teaching colleagues, teaching staff or students.
- The office staff should be aware of maintaining green and environmental hygiene by avoiding use of plastic.



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### **CODE OF CONDUCT FOR VISITORS**

- No outsider shall enter the college premises without permission from the competent authority.
- Visitor shall affix his signature along with his name in the visitors book.
- Visitor shall notify in the visitor book the purpose of his visit and the person he wants to meet.
- Visitors shall not go to places in college other than permitted places.
- Visitors shall not enter the premises in group.
- Visitors are allowed to meet head of institution or faculty members during the specified time.
- Visitors shall not make unnecessary sound or indulge in conversation/argument in college premises.
- Visitors shall park the vehicles in the parking zone.
- Visitors shall be required to adhere to general rules of good conduct and behaviour.
- Visitors may register written complaints or grievances and submit the same to the head of the institution.
- Visitors should be aware of maintaining green and environmental hygiene by avoiding use of plastic.



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### **CODE OF CONDUCT FOR THE PRINCIPAL**

- The Principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.