

**Seshadripuram Educational Trust**  
**Seshadripuram Academy of Business Studies**

(Affiliated to Bangalore University)

K S Town, Bangalore – 560 060

# CODE OF CONDUCT



**Ph No : 080 - 28488676**

**Website : [WWW.sabs.ac.in](http://WWW.sabs.ac.in)**

**Email : [principal.sabskst@gmail.com](mailto:principal.sabskst@gmail.com)**

**Rules relating to college Governing councils –  
As per BYE LAWS**

1. There shall be a governing council for each of the colleges run by the trust whose term shall be co-terminus with that of the board of trustees.
2. The governing council shall consist of:
  - a. A chairman duly nominated by the board of trustees who shall be a member of the board of trustees.
  - b. The head of the institution will be ex-officio member and convener.
  - c. Two teachers of the institution duly nominated by the convener on rotation basis.
  - d. One parent selected from among the willing parents by the convener.
  - e. Not more than 8 members duly nominated by the board of trustees from amongst trustees.
  - f. Not more than 2 members duly nominated by the board of trustees from amongst AjeevaSadasys/ persons of public importance / academic importance.
  - g. Two representatives nominated by the concerned university/ govt. dept./ board. relevant authority by or under any law for the time being in force.
3. All the office – bearers of the trust shall be permanent invitees except in cases where they are chairmen.
4. The functions of the governing council shall be only advisory on matters conducive for a healthy students-teacher, parent-teacher, teacher-management, parent-management relations and shall:
  - i. Review proceedings of the periodic meetings of the teachers' council and parent-teacher's meetings.
  - ii. Review academic progress including co-curricular and extra-curricular activities.
  - iii. Propose necessary staff requirement equipment, facilities, etc.,
  - iv. Such other matters which may be referred to by the board of trustees.

5. The convener shall call the meeting, draw up proceedings and obtain approval of such proceedings from the chairman within 7 days and transmit the same to the Hon. General Secretary for being placed before the Board of trustees for due ratification with or without modification. The Head of the institution will give effect to the decisions of the committees under the order of the Hon. General Secretary of the Trust.
6. All the decisions shall be taken by an ordinary majority of the members present and voting. In cases of equality of votes, the chairman will have a casting vote.
7. The governing council shall meet atleast once in 3 months. In the absence of the chairmen, the Members present shall elect a chairman for that meeting amongst themselves.
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8. Meeting notice shall be dispatched to members atleast 5 days in advance.
9. The quorum for the meeting shall be 5. If there is no quorum, the meeting shall stand adjourned for 30 minutes and no quorum is required for such an adjourned meeting.
10. The meeting shall be invariably held during working hours of the college within the premises of the College.
11. The time, date and Agenda for the Meeting shall be fixed by the Convenor in consultation with the Chairman.

**The major duties of the Governing Body members are**

- To ensure that the college is well run, meet the needs for which it has been set up and remains solvent.
- To always act in the best interest of the college, rather than of individual, and to avoid conflicts of interest.
- To use reasonable care and skill in their work as members of the Governing Body and to seek professional advice where appropriate.
- To regularly attend meetings of the Governing Body and the committees on which they serve, and to acquire appropriate knowledge to contribute effectively to decision making.
- To exercise the highest standards of propriety and accountability in all aspects of Governing Body activity including the proper use of college funds.
- To act in good faith and in the best interests of the college at all times.
- To accept that they are bound by the collective decision of the Governing Body whether they agree with them or not and refrain from publicly revealing or criticizing the views of other committees expressed at the meetings of Governing body or its committees.
- Respect the confidentiality of business and the record of discussions that are, on occasions, deemed not for publications.
- Be aware of and accept that individuals, other than the Chair, do not have the right to make statements or express opinions on behalf of the Governing Body other than with the Governing Body's approval.

### **Code of conduct for students**

- Students shall be regular and must complete his/her studies in the institute.
- Students shall attend all the lectures and practical as prescribed by the college and university.
- Students shall defer from indulging in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, etc.
- Students should not indulge in disruptive activities in a class room or in an event sponsored by the college.
- Students should conduct themselves properly and observe strict discipline within classrooms, library, and laboratory and college campus.
- Students should keep the campus neat and clean.
- Students should not obstruct any other students to take part in academic, co-curricular, cultural or extension activities.
- Students should abstain from possessing or consuming or distributing any intoxicating drugs.
- Students should not indulge in any act of ragging, gender discrimination, sexual harassment violence or arson in college campus.
- Students should not instigate any violence or participate or organize violent demonstrations or agitations within the campus.
- Students should maintain silence in the premises maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an act of indiscipline.
- Students shall be in complete uniform on Mondays & Thursdays and wear Identity Card throughout their presence in the campus on all days.
- Students are expected to come in decent attires – Boys - avoiding worded and round collared T-Shirts and Torn Jeans. Girls – Avoiding Sleeveless, 3/4<sup>th</sup>s.
- Use of Mobile phones are strictly prohibited in the campus, during class hours.
- Cleanliness maintenance in the College Premises by not littering is a must and students shall use dustbins for the same.

### **Punishment for violating rules**

The Principal or the officer appointed may impose the following punishment on the students if found guilty of misconduct or indiscipline.

- Warning/Reprimand
- Cancellation of Scholarship
- Expel/rusticate from the college

### **Code of conduct for Teachers Teachers should be**

- Caring, fair and committed to the best interest of the students entrusted to their care and seek to motivate, inspire and celebrate their efforts and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development.
- Respect the value of being just and impartial to all students irrespective of their caste, creed, religion, gender, economic status or any physical challenges etc.
- Make planned and systematic efforts to facilitate the student to actualize his/her potential and talent.
- Maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
- Plan and communicate clear, challenging and achievable expectations to students.
- Create an environment where students can become active agents in the learning process and develop lifelong learning skills.
- Adapt his/her teaching to the individual needs of the student.
- Keep a dignified demeanor, commensurate with the expectation from a teacher as a role model.
- Act in the best interest of students.

### **Professional development Teachers should**

- Take personal responsibility for sustaining and improving the quality of their professional practice by actively maintaining their professional knowledge and understanding to ensure it is current.
- Reflecting on and critically evaluating their professional practice in light of their professional knowledge.
- Availing of opportunities for career long professional development.
- Create a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- Take pride on teaching profession and treat other members of the profession with respect.
- Refrain from making unsubstantial allegations against colleagues or higher authority.
- Respect the professional standing and opinions of his / her colleagues.
- Should seek to co-operate with their colleagues providing support, help and guidance as required by them, and enable effective communication throughout the institution.
- Should display the highest possible standards of professional behavior that is required in an educational establishment.

### **Code of conduct for Principal**

#### **The Principal of the College has certain rights and responsibilities.**

- To maintain decency and discipline in the college campus.
- To be an abled captain of the ship – guiding, fostering and mentoring the members of the staff.
- To be fair, reasonable and able to carry the team on his/her shoulders.

- To be impartial towards staff and students.
- To run the administration in a transparent and consultative manner.
- To keep the institution in sound financial health.
- To utilize funds in an honest and just manner.
- To explore every possibility to keep the institution's flag flying high; academically and socially.
- To treat all students and staff with love, dignity and respect irrespective of caste, creed and religion.
- To take personal responsibility in maintaining excellent academic standards.

### **Code of conduct for Support Staff**

**Support staff working in the college office should remain during college hours.**

- The staff should look at all matters relating to probation, regularization for all categories of staff promptly.
- They shall cooperate with the teaching staff to provide necessary details.
- Maintenance of all service records of all employees and periodic updating.
- Issue of certificates such as service certificate, experience certificate etc., after obtaining approval from the authority concerned.
- The staff shall update the scholarship procedures to students promptly and avoid inconvenience to the students.

### **Administrative staffs are expected to**

- Demonstrate courtesy and respect to all dealing with students, academic employees and support staff.
- Be fully conversant with all aspects of the college policies and procedures and will be prepared to implement them.



- Meet college deadlines for preparation of such items as standard workload forms, profiles and purchase orders as well as deadline to payroll and budget data.
- Practice fiscal responsibility to ensure that all expenditures fall within budget.
- Establish and maintain cooperative and collegial relationships with other administrative staff members.
- Work diligently to ensure that the college provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures and classroom problems.
- Exercise cautions in the expenditure of college funds and ensure that due process and fair bidding practices are observed.
- Avoid activities which might rise to perception of favoritism.
- Administrative staff is responsible for ensuring that the required statistical data provided for external agencies providing funds is accurate.
- Administrative staff will avoid attempts to use their authority of their chair or the reputation of the college to forward any personal or political agenda.
- Technical staff is assigned to make sure the infrastructural technical aspects are taken care.
- Technical staff will carry out their duties as instructed by the authorities to whom they are attached.

**Helping Staff are expected to:**

- Keep the college premises clean
- Be Available for assisting teaching and administrative staff whenever required.
- Not to indulge in arguments with either staff or students.

## **VISION, MISSION, GOAL, QUALITY POLICY AND CORE VALUES OF THE COLLEGE**

### **VISION :**

To impart that education that would empower every individual to grow as a nation builder in all domains of life

### **MISSION :**

To inculcate humanitarian values, build professional prudence, inquisitiveness and create a drive for learning through essential motivation.

### **GOAL :**

To dawn as an acclaimed educational bastion that will uphold the society.

### **QUALITY POLICY :**

To strive for holistic development through meticulous planning and its implementation with a view to contribute socially responsible citizens.

### **CORE VALUES :**

- Excellence.
- Service.
- Environmental Concern.
- Social Responsibility.