**CODE OF CONDUCT**

\* Every employee will be provided with an Identification Badge/ Card and he shall show it on demand to any person authorized\ to inspect the same. The employee, while in the college, is required to display such a badge on his person. When the employee ceases to be in employment, he shall surrender his identification badge/card to the office before his accounts are settled. If an employee loses or damages his badge/ card during his service, he shall pay a fee as may be prescribed from time to time, to meet the costs of replacement.

 **Duties and Obligations of Employees**:

1. Every employee shall at all times be courteous and considerate to the Management, teachers, students, visitors, public, superiors and co-workers.

\* Every employee of the College shall maintain a high standard of work and conduct. An employee shall be loyal to the College and observe diligently all its rules and regulations and such modifications thereof as may be made.

\* Every employee shall carry out the work assigned to him conscientiously, from time to time faithfully and diligently in accordance with specific or general instructions of his superiors and shall maintain discipline at all times in the department or work places or premises of the college. He shall also co-operate with his superiors and co-employees.

\* An employee is required to accept any work allotted to him by the Management/ Head of the Institution/Manager as the case may be, besides the main routine work allotted to the particular post held by the employee, keeping in mind the nature of activities of the respective institution and the exigencies of the situation.

\* The Employee shall always be properly groomed, neatly dressed in clean clothes while on duty and shall keep their persons and work places clean at all times to maintain the cleanliness of the respective institution and surroundings. Chappals, Jeans, sneakers are to be avoided during class hours.

\* The employees shall adhere to the dress code of the institution. Employees who have been provided with uniforms shall wear them while on duty. Those not wearing them are liable to be sent out and marked absent besides rendering themselves liable for disciplinary action. Uniforms provided by the college are the property of the college and shall not be worn except during duty hours.

\* The employees shall take proper care of the properties of the college.

\* The employees shall promptly report any injury sustained in the course of their work to their superiors or to the medical officer, if on duty, for attention.

\* The employees shall promptly report any accident or hazard noticed by them with regard to college premises or property.

\* Employees holding supervisory post shall take all possible steps to ensure strict supervision of the staff under him to carryout tasks judiciously and in most economic manner without causing unnecessary financial burden to the Institution.

\* The employees shall not indulge in any unlawful activity and shall not utilize any property movable or immovable, equipment, facilities, etc for the purpose of any unlawful or prohibited activity.

\* Materials and amenities shall be properly used. No employee shall misuse, or carelessly use, the material and facilities provided by the Institution.

\* No employee shall without proper sanction and without making proper payment, avail himself for private or personal purposes any material or service which is the property of, or has been paid for, by the college.

\* The employees shall not accept gifts or favours of any kind from any person, other than the management or any statutory authority or body, in any manner what so ever, directly or indirectly connected with the activities of the Institution without bringing it to the knowledge of the management and without obtaining written permission from the management.

\* No employee shall divulge to any unauthorized person any information pertaining to the college, hostel and management.

\* An employee shall not communicate directly or indirectly any official documents or information to any other person to whom he is not authorised to communicate such document or information except in accordance with any general or special order of the competent authority in the performance of the duties assigned to him.

\* No employee shall give to the press, radio or news media any comments, talk, news or articles relating to the College without the prior written permission of the Management.

\* No employee shall tamper with the college records or notices.

\* No employee shall disturb the peaceful atmosphere in the college by demonstrating, shouting, loud talk, or indulge in any act prejudicial to the interest of teaching, research, or peaceful working of the college.

\* No employee shall indulge in quarrels, abuses, fights, violence or any other disorderly or indecent behaviour detrimental to the interest and the fair name of the college.

\* No employee shall hold any meeting, stick or distribute handbills, notices, leaflets, booklets, pamphlets, posters or make collection of any money in any manner in the college premises without prior written permission from the Management.

\* No employee shall disfigure or damage or write on, walls or other properties of the institution.

\* No employee shall interfere with the other employee's work, disturb them or cause annoyance to them at work.

\* The employees shall not eat and chew paan or smoke in passages or departments of the college except in places (eg. Canteen) specifically assigned for the purpose.

\* Employees shall not bring liquor or other intoxicants (including addictive drugs) to the college premises, consume any intoxicants, or report for work in an unfit condition because of previous indulgence or under the influence of any intoxicant or addictive drugs.

\* No employee, while in the college premises, shall have in his possession firearms, weapons or any other article detrimental to the security of the college or persons.

\* No employee shall contest for election for local bodies such as of the University, Corporation, Municipality, Panchayat, Political party, etc. or participate in any political activities without prior written permission of the Management.

\* No employee, other than a part time employee, shall, without the previous sanction of the competent authority, undertake any employment while in service of the college, or carry on, directly or indirectly, any business or trade or private practice. And no employee shall accept any engagement which may be detrimental or adverse to the interest of the college or its activities.

 \*Employees shall strive to instill confidence and set themselves as examples to the students of the institutions.

\*Merit apart employees shall not show favoritism towards any student on basis of caste, creed, religion, sex or other aspects, especially while awarding the Internal Assessment Marks in particular and other aspect in general.

 \*These codes of conduct shall be in addition to the rules relating to Code of Conduct of Employees provided at Chapter V of The Karnataka Private Educational Institutions (Discipline and Control) Rules, 1978.

**Entry into and Exit from the College premises**

No employee shall or leave the premises of the institution or by the designated gate or gates, door or doors provided for the purpose.

 **Properties of College, Liability of Search, etc,**
a) Every employee shall take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc. of the college and shall take all reasonable precautions to safeguard them against accident, damage or loss. Where Damage or Loss is attributable to negligence, mishandling or misuse on the part of an employee, such employee shall be liable for disciplinary action and/ or any other action as may be deemed fit by the Management. Besides, the Management shall be entitled to recover the value of such breakage, damage or loss from the employee.

b) Every employee shall promptly report any occurrence or defect or likely occurrence or defect which might endanger lives of persons in the college or might results in damage to the property of the institution or that of any others.

 c) Every employee shall be expected to take normal precautions while at work, and shall make proper use of safety devices and preventive measures as prescribed and as may be provided by the Management.

 **d)** Employees are liable to be detained and searched by any person authorized by the Management at any time, and also while entering or leaving the institution premises provided that women employees shall be searched only by women.