

Seshadripuram Educational Trust

SESHADRIPURAM ACADEMY OF BUSINESS STUDIES

(Permanently Affiliated to Bangalore University)

Recognised by Government of Karnataka

Recognised under Section 2(f) and 12(B) of UGC Act 1956

NAAC Accredited 'B' Grade

ISO 9001: 2015 Certified Institution

No. 18, 2nd Main, Kengeri Satellite Town, Bengaluru – 560 060



+91 80 2848 8676

 principal.sabskst@gmail.com



www.sabs.ac.in

CODE OF CONDUCT FOR COLLEGE GOVERNING BODY

(As amended by the Board of Trustees of Seshadripuram Educational Trust)

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 Ajeeva Sadasys /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 Office-Bearers of the Trust shall be permanent invitees except in cases where they are Chairmen.
4. The function of the Governing Council shall be only advisory on matters conducive for a healthy Student-Teacher, Parent-Teacher, Teacher-Management, Parent- Management relations and shall:
 - i. Review proceeding of the periodic meetings of the Teacher's Council and Parent-Teacher's Meetings.
 - ii. Review Academic Progress including co-curricular and extra-curricular Activities.
 - iii. Propose necessary staff requirements equipment, facilities, etc.
 - iv. Such other matters which may be referred to by the Board of Trustees.



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5. The Convener shall call all 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 orders of the Hon. General Secretary of the Trust.
6. All 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 Chairman, the Members present shall elect a Chairman tor that Meeting amongst themselves.
- 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 convener in consultation with the chairman


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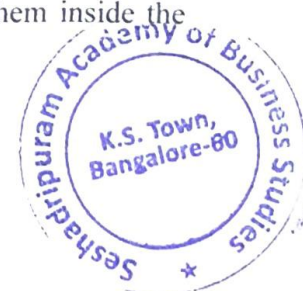
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Code of Conduct For Students

1. Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint and drop the letter into the Complaint Box kept in the College Office. Ragging is a serious criminal offence that involves severe punishment in the form of dismissal from the College and police action that can result in imprisonment.
2. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
3. Students are expected to be punctual to classes. Latecomers will be admitted only in exceptional cases and with the permission of the HOD's.
4. Loitering on verandas, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessary near the canteens, hostel blocks, playgrounds and other such places inside the college campus.
5. Whenever students are free, they are expected to go to the Library. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground.
6. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the teacher concerned.
7. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
8. Use of cell phones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cell phones would be confiscated, if students are found using them inside the classroom.
9. Possession of cell phones inside the examination hall is strictly banned.



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10. Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at anytime is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.
11. Students shall not involve in any form of ragging inside or outside the College
12. Students should remit course fees in time.
13. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.
14. Students should not make any payments to anybody without the knowledge and consent of the principal
15. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the Principal.
16. Every student should possess Identity Card with his/her photo affixed on it and duly attested by the Principal. Students are expected to wear their rope identity cards inside and outside the class.
17. Identity Card shall be carried by student into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gates.


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Code of Conduct for Teachers

1. Every teacher or other person employed in a college shall discharge his duties efficiently and diligently and shall conform to the rules and regulations.
2. No teacher or other person employed in a college shall absent himself from his duties without prior permission; In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
3. No teacher or other person employed in a college shall engage himself in any political activity. He shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
4. No teacher or other person employed in a college shall contest or participate in or canvas for any election. Such restriction will not, however, apply to the teachers in respect of elections to the teachers' constituencies.
5. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/She shall be strictly honest and impartial in his official dealings.
6. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practical and assessment/examination/valuation work assigned to him by the College/University authorities.
7. Every teacher shall participate fully and enthusiastically in the corporate life of College/University and shall perform any other curricular or extra-curricular work related to the College/University as may be assigned to him by the University authorities.



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8. No teacher shall discriminate against any pupil on grounds of caste, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
9. Every teacher shall help the College/University authorities in enforcing and maintaining discipline among students.
10. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, thesis etc. She/ He should not indulge in over-marking, under-marking or other attempts at victimization on any ground.
11. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College/University.


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Code of Conduct For Administrative Staff

1. The administrative staff must maintain high standards of honesty, punctuality and professional ethics.
2. They should work within the institutional policies, practices, to satisfy the vision and mission of the Institution.
3. They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
4. The staff should cooperate and collaborate with colleagues and external agencies, Necessary to support the development of the college.
5. 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.
6. Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.
7. The administrative staff should maintain harmonious relations with other staff and students.
8. The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.
9. The administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.
10. The administrative staff should properly maintain records of respective portfolio.



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11. The administrative staff should make effort for the continuous development through training programme, workshops and skill development activities.
12. The administrative staff should respect and maintain the hierarchy in the administration They should be sensitive in following the norms of protocol in the institute.
13. All the administrative staff shall maintain integrity and fairness in all activities. They should exercise self-discipline, restrain at all times and deal positively with staff, students and public.
14. The administrative staff should strictly avoid divulge official , secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.
15. They should avoid spending time on social networking site during the working hours and should not waste office time for personal reasons.
16. They should remain away from party politics.
17. They should assign proper time limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
18. They should avoid procrastination of the daily office work. They should adopt the zero pending files policy. They should keep pro-active and speculative working strategies.
19. The office staff should not indulge in any form of addiction during the office hours
20. They should not remain absent from duty without official approval or approved leave.
21. They should make judicious use of e-resources and electricity, provided impetus for office automation and inculcate paper free practices in order to make it more eco- friendly.
22. Be present at the college and be available full-time and shall work in such capacity and at such place as he/she may be so directed from time to time.

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23. Follow the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and guidelines and decisions of the Government of Karnataka, Department of Collegiate Education and other conceived authorities.
24. Ensure the smooth conduct of the student's admission, examination issues and college/institution and administration activities.
25. Abide and obey all orders and instructions which may from time to time be given to
26. At all-time maintain absolute integrity and honesty, show dedication to duty and shall avoid unnecessary action which will lead to unbecoming of an employee of the College extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall work hard to promote the interest of the College and well-being of the students.


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