

HAND BOOK FOR DIRECTOR TEACHER AND STUDENTS

VISION : Entry in to the light of knowledge from the Darkness of Ignorance

MISSION: Empowering women through quality education,
Inculcating Human Values, Scientific Temperament, Self
Confidence. Promoting Self Esteem, Entrepreneurial qualities
Self - Reliance.

GOAL : To Build a Modern & Prosperous Society.

Rules and Regulations for Teachers

We are following KCSR Rules & Regulations for Aided Teachers.

For Students and Teachers

Education Department endeavour is upon providing high quality education and training to meet the ever growing challenges in education, social needs and provide all round personality development with responsibility, emphasizing on quality standards.

- Teachers are one of the most respected professionals of the world as they play a very important role in a student's life.
- Teaching has the potential of providing job Satisfaction, job security, high earnings and flexible schedule.
- Teachers are not only responsible for imparting academic knowledge to a student but they also inculcate the principles and virtues of a good human being in a student.

HAND BOOK ON CODE OF CONDUCT FOR STUDENTS

The objective of the rules and regulations is to inculcate a sense of discipline to enable the students to pursue their studies in a congenial atmosphere. Students are expected to abide by all the rules and regulations of the college.

1. All the students are expected to be present in the college premises 15 minutes before the commencement of the classes.
2. Students are expected to greet all the teachers in the campus irrespective of whatever subject to teach.
3. Students are expected to dress modestly in keeping with the conventions and traditions of the family and the community. They should also adopt decent hair styles.
4. Silence should be maintained in the lecture halls and corridors while classes are in progress.
5. Students are expected to spend their free hours usefully in the library and laboratories.
6. On the play ground, they are expected to behave in the best of Spirits of sportsmanship & display good manners and good humour.
7. Students are instructed to see the notice board and take care to follow all the instructions put up on the notice board in connection with the payment of fee, examinations & attendance etc.
8. The college is not responsible for the behaviour of the students outside the college hours & college premises.
9. Mobile phones are strictly prohibited on the college premises. In case of emergency, the students can use office phone.
10. Parents / Guardians are requested and expected to visit the college periodically to know the attendance & performance of their wards.

The Governing Council sets out the following standards that apply to all registered teachers regardless of their position.

Professional Values and Relationships

Teachers should:

- Be caring ,fair& committed to the best interests of the pupils / students entrusted to their care & seek to motivate, inspire & celebrate effort and success.
- Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation ,religion,age,disability ,race ,ethnicity , socio- economic status ,and any further grounds as may be referenced in equality legislation in the future.

Professional Integrity

Teachers should :

- Act with honesty and integrity in all aspects of their work.
- Respect the privacy of others and the confidentiality of information gained in the course of professional practice. unless a legal imperative required disclosure or there is a legitimate concern for the wellbeing of an individual .
- Represent themselves, their professional status, qualifications and experience honestly.
- Use their name/ names as set out in the Register of Teachers , in the course of their professional duties.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/ students.

Professional Conduct

Teachers should:

- Take all reasonable steps in relation to the care of pupils /students under their supervision, so as to ensure their safety and welfare
- Report where appropriate, incidents or matters which impact on pupil/students welfare.

Professional practice

Teachers should:

- Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- Apply their knowledge and experience in facilitating pupil's/students holistic development.
- Plan and communicate clear, challenging and achievable expectations for pupils/students.
- Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- Develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/students.
- Inform their professional judgement and practice by engaging with ,and reflecting on, pupil/students development ,learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.
- In a context of mutual respect , be open and responsive to constructive feedback regarding their practice and ,if necessary ,seek appropriate support, advice and guidance
- Act in the best interest of pupils/students.

Professional Development


Teachers should :

- Actively maintain their professional knowledge and understanding to ensure it is current.
- Critically evaluate their professional practice, in light of their professional knowledge base.
- Avail of opportunities for career –long professional development.

Professional Collegiality and Collaboration

Teachers should :

- Work with teaching colleagues and students in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experience for pupils/students.
- Work in a collaborative manner with pupils/students, parents/guardians, school management, other members of staff, relevant professionals and the wider school community. As appropriate, in seeking to effectively meet the needs of pupils /students.
- Engage with the planning, implementation at college level.


[Dr. H. S. Vidya]

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CODE OF CONDUCT FOR EMPLOYEES OF EDUCATION INSTITUTIONS.

1. General - Every employee shall at all times,-

- i) Maintain absolute integrity:
- ii) Maintain devotion to duty ; &
- iii) Do nothing which is unbecoming of an employee of an educational institution.

2. i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity & devotion to duty of all employees for the time being under his control & authority;

ii) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction obtain the direction in writing, where practicable, & where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

Explanation – Nothing in clause (ii) of sub- rule (2) shall be construed as empowering the employee to evade his responsibilities by seeking instruction from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers & responsibilities.

3. Professional duties – (1) Every employee shall,

- (i) Be punctual in attendance in respect of his work & any other work connected with the duties assigned to him by the head of the Institution.
- (ii) Abide by the rules & regulations of the institution & show due respect to constituted authority.

4. No employee shall,

- (i) Knowingly or wilfully neglect his duties,
- (ii) While on duty in the institution, absent himself (except with the previous permission of the head of the institution) from the institution.
- (iii) Remain absent from the institution without leave or without the previous permission of the head of the institution.
- (iv) Show sustained neglect in correcting class- work or home- work done by students,
- (v) Indulge in, or encourage, any form of mal- practice connected with examinations or any other school activity,
- (vi) Accept private tuition other than in accordance with the same conditions & restrictions as are applicable to a Government teacher,

- (vii) Prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication without the permission of Management.

5. Communal Activity – No employee shall,

- (i) Practice propagate or incite any student to practice, propagate casteism, communal or sectarian activity or untouchability,
- (ii) Discriminate against any person on the ground of caste, creed, language, place of origin, social & cultural background or any of them.

6. Behaviour in public- No employee shall,

- (i) Misbehave with or ill-treat any parent, guardian, student, teacher or other employee of the institution,
- (ii) Behave or encourage or incite any student, teacher other employee to behave in a rowdy or disorderly manner in the premises of the institution.
- (iii) Indulge in any violence, or any conduct which involves moral turpitude.
- (iv) Organise or attend any meeting during the hours of the institution to do so.
- (v) Cause or incite any other person to cause, any damage to school property.

7. Taking part in politics & elect on – No employee shall

- (i) be a member of or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (ii) It shall be the duty of every employee to endeavour to prevent any other manner any movement or activity which is, or tends directly or in directly to be, subversive of the Government as by law established & where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Management.
- (iii) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope on sub-rule, the decision of the Management thereon shall be final.
- (iv) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority.

Provided that –

- (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

- (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation – The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

- 8. Joining of Association by employees** – No employee shall join, or continue to be a member of an Association the objects or activities of which are prejudicial to the interest of the sovereignty & integrity of India or public order or morality.

- 9. Demonstrations & strikes** – No employee shall

- (i) Engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty & integrity of India, the security of the state, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) Resort to or in any way instigate, incite or abet, any form of strike by any number of employees.

Explanation- For the purposes of this rule, “Strike” means cessation of work (including any unauthorised absence from duty) by a body of a employees acting in combination or a concerted refusal or a refusal under a common understanding of any number of employees to work.

- 10. Criticism of Government** –No employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or opinion

- (i) Which has the effect of an adverse criticism of any current or recent policy or action of the Government of Karnataka, or Central Government or any other state Government
- (ii) Provided that nothing contained in this clause shall apply to bona fide expression of views by any employee as an office –bearer of a trade union or association of such employees for the purposes of safeguarding the conditions of service of such employees or for securing an improvement thereof
- (iii) Which is capable of embarrassing the relations between the Government of Karnataka & the Central Government or the Government of any other state
- (iv) Which is capable of embarrassing relations between, the Central Government & the Government of any foreign state

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him

11. Subscriptions – No employee shall except with the previous sanction of the management ask for or accept contributions to, or otherwise associate him – self with the raising of any collections in cash or in kind in pursuance of any object whatsoever.
12. Canvassing of non official or other influence- No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Management
13. Gifts – Save as otherwise provided in these rules, no employee shall accept, or permit any member of his family, or any person acting on his behalf to accept, any gift.

Explanation – The expression gift shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Management

Note I – A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note II – An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms or organisations

On the occasions, such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the Management if the value of any such gift exceeds-

- (i) Rs. 500 in the case of a member of the teaching staff.
- (ii) Rs 250 in the case of a member of the ministerial staff &
- (iii) Rs .100 in the case of the case of others.

On such occasions as are specified in sub- rule (2) an employee may accept gifts from his personal friends having no official dealings with him but he shall make a report to the management if the values of any such gift exceeds

- (i) Rs.200 in the case of a member of the teaching staff
- (ii) Rs.100 in the case of a member of the ministerial staff
- (iii) Rs.50 in the case of others

In any other case an employee shall not accept any gift without the sanction of the management if the value thereof exceeds –

- (i) Rs 75 in the case of a member of the teaching staff, and
- (ii) Rs25 in the case of others

14. Public Demonstration in honour of employee – No employee shall except with the previous sanction of the management, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any employee

Provided that nothing in this rule shall apply to –

- (i) A farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of any institution or
- (ii) The acceptance of simple & inexpensive entertainment arranged by public bodies or institutions.

15. Private trade or employment – No employee shall, except with the previous sanction of the Management engage directly or indirectly in any trade or business or negotiate for or undertake any other employment

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the following conditions, namely.

- (i) He shall, within a period of one month of his undertaking any such work, report to the management giving full details
- (ii) His official duties do not thereby suffer, &
- (iii) He shall discontinue any such work, if so directed by the Management.

Provided further that, if the undertaking of any such work involves holding of an elective office he shall not seek election to any such office without the previous sanction of the Management.

Explanation I: Canvassing by an employee for a candidate or candidates for an elective office referred to in the seek election to any such office without the previous sanction of the Management.

Explanation II: Canvassing by an employee in support of the business or insurance agency or commission agency, owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

Provided that an employee may, give to or accept from, a relative or a personal friend, a purely temporary loan of an amount not exceeding his total monthly emoluments free of

interest, or operate a credit account with a bona fide tradesman or make an advance of pay to his private employee.

16. Insolvency & habitual indebtedness- An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceeding to the Management

Note – The burden of proving that the insolvency or indebtedness was the result of circumstance which, with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control & had not proceeded from extravagant or dissipated habits, shall be upon the employee.

17. Movable, Immovable & Valuable Property – Every employee shall on his first appointment to any post & thereafter at the interval of every twelve months, submit a return of his assets & liabilities & of all members of his family in such form as may be prescribed by the Management giving the full particulars regarding.

- (i) The immovable property inherited by him or any member of his family or owned or acquired by him or any member of his family on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other persons
- (ii) Shares, debentures & cash including bank deposits inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family
- (iii) Other movable property inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family
- (iv) Debts or other liabilities incurred by him or any member of his family directly or indirectly.

Note – In all returns, the value of items of movables worth less than Rs.1,000 may be added & shown as a lump-sum. The value of articles of daily use such as clothes, utensils, crockery or books need not be included in such returns

No employee or any member of his family shall, except with the previous knowledge of the Management, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.

Provided that the previous sanction of the Management shall be obtained by the employee if any such transaction is

- (i) With a person having official dealings with the employee or
- (ii) Otherwise than through a regular or reputed dealer

Every employee shall report to the Management every transaction concerning movable property owned or held by him or any member of his family either in his own name or in the

name of a member of his family, if the value of such property exceeds Rs. 1000 in the case of members of the teaching staff or Rs. 500 in the case of others.

(2) Every employee shall report to the Management if any member of his family is engaged in a trade or business or manages an insurance agency or commission agency.

(3) No employee shall, without the previous sanction of the Management, except in the discharge of his duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act, 1956 (Central Act 1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of employees, registered or deemed to be registered under the Karnataka Co-operative Societies Act, 1959 (Karnataka Act 11 of 1959) or of a literary, scientific, or charitable society registered or deemed to be registered under the Karnataka Societies Registration Act, 1960 (Karnataka Act 17 of 1960)

(4) No employee may accept any fee for any work done by him for any public body or any private person without the general or special sanction of the Management.

18. Authorship of Text books for use in recognised schools – No employee who is a member of the textbook committee shall write or edit any text books for use in a recognised school during his membership of the committee.

19. Proper use of amenities- No employee shall misuse, or carelessly use, amenities provided for him by the management to facilitate the discharge of his duties.

20. Use of services without payment - No employee shall, without making proper & adequate payment avail himself any service or entertainment for which a hire or price or admission fee is charged.

21. Investment Lending & borrowing - No employee shall, speculate in any stock, share or other investment

Explanation – Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2) the decision of the Management thereon shall be final.

(4) No employee shall, save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business, either himself or through any member of his family or any other person acting on his behalf.

- (a) Lend or borrow money as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
- (b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid.

Provided that the previous sanction of the Management shall be obtained if any such transaction is –

- (i) With a person having official dealings with the employee, or
- (ii) Otherwise than through a regular or reputed dealer.

(4) Every employee shall report to the Management every transaction concerning cash received by him or by any member of his family from sources other than the employee's salary & allowances, insurance or provident fund, if such cash exceeds Rs.1000 in the case of a member of the teaching staff or Rs. 500 in the case of others.

(5) The Management may at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full & complete statement of such movable or immovable property held or acquired by him or any member of his family or on his behalf or by any members of his family as may be specified in the order. Such statement shall, if so required by the Management, include the details of the means by which, or the source from which such property was acquired.

Explanation – For the purpose of this Rule-

- (1) "Lease" means, except where it is obtained from, or granted to, a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.
- (2) The expression "movable property" includes-
 - (a) Jewellery, insurance policies, provident fund, shares, securities & debentures
 - (b) Loans advanced by such employee whether secured or not
 - (c) motor cars, motor cycles, horses or any other means of conveyance, &
 - (d) Refrigerators, radios, radiograms, television sets, tape- recorders & transistors,

21. Restrictions in relation to acquisition to acquisition & disposal of immovable property outside India & transactions with foreigners, etc – Not withstanding anything contained in sub-rule (2) or rule 19, no employee shall, except with the previous sanction of the Management-

(a) Acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India.

(b) dispose of, by sale mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family.

(c) Enter into any transaction with any foreigner, foreign Government, foreign organisation or concern,-

(i) for the acquisition by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of his family, of any immovable property.

(ii) for the disposal by sale, mortgage, gift or otherwise of, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

22. Guardianship of minors – An employee may not without the previous sanction of the Management act as a legal guardian of the person or property of a minor other than his dependent.

Explanation – A dependent for the purpose of this rule means an employee's wife, children & step children & children's children & shall also include his sisters, brothers, brother's children & children & sister's children, if residing with him & wholly dependent upon him.

22. Personal representations of the Employees- Any representation by an employee shall only be made through proper channel.

23. Bigamous marriage – (1) No employee who has a wife living shall contract another marriage without first obtaining the permission of the Management notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(2) No female employee shall marry any person who has a wife living without first obtaining the permission of the Management.

24. Consumption of intoxicating Drinks and Drugs – An employee shall-

(a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

(b) Take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug.

(c) Refrain from consuming any intoxicating drink or drug in a public place.

(d) Not appear in a public place in a state of intoxication.

(e) Not habitually use any intoxicating drink or drug to excess

Explanation – For the purposes of this rule, ‘public place’ means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise-

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