



KANARA WELFARE TRUST'S
DIVEKAR COLLEGE OF COMMERCE
KARWAR - 581301 (UTTARA KANNADA)
NAAC Re-accredited- B Grade
☎-08382-225221 email:- kwtcdckarwar@gmail.com
Website:- www.divekarcollege.ac.in



7.1.10 The institution has prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

CODE OF CONDUCT FOR STUDENTS

- 1) All the students should attend classes regularly.
- 2) They should be present in the classroom before bell for commencement of the class.
- 3) They should be attentive in the classroom and participate in learning process.
- 4) They should maintain peace and follow discipline on the campus.
- 5) All students must wear chest badges.
- 6) They should appear at all examinations.
- 7) All students should wear uniform.
- 8) They should participate in sports and extracurricular activities.
- 9) They should read good books, newspapers and periodicals.
- 10) They should behave decently with other fellow students.
- 11) They should contact the Principal if they have any grievances, serious problems or disagreements with other students.
- 12) They should refer to the notice board daily.

- 13) They should not wander in the corridor when the classes are being engaged.
- 14) They should not intentionally or unintentionally damage the college building, infrastructure or properties which are meant for them only.
- 15) They should not throw plastic bags/containers on the campus and should throw wastes into the waste bins or baskets.
- 16) They should keep the college campus clean and plastic free.
- 17) They should know that ragging is prohibited and a punishable offence under law.
- 18) They should submit home assignments in time.
- 19) 75% attendance is a must to fill the exam forms as per KUD rules.
- 20) They should attend all the functions organized by the college.
- 21) Students are not allowed to use mobile within college premises.
- 22) Students from one class are not permitted to enter an other class.
- 23) Students parents must visit the institution atleast twice in a year and meet the principal to know the academic of their children.
- 24) They should know that breach of any of the rules and regulation of the institution will invite disciplinary action against them.

CODE OF CONDUCT FOR TEACHERS

- 1) Making classes interesting, useful and thought provoking.
- 2) Completing the syllabus without complaints in time.
- 3) Giving assignments and tests on regular basis, evaluating the same properly and giving feedback to the student.
- 4) Mentoring the class in general and in specific as well by giving attention to the needy.
- 5) Coordinating with other teachers and class teachers for better results.

- 6) Encouraging the students to take up creative and useful academic assignments and ensuring overall discipline in the class and in the college.
- 7) Preparing the e-learning material in time (text as well as ppt format)
- 8) Participating in faculty development program (FDP) in the department and contributing to enhance the ambience of the department.
- 9) Teachers are advised to take remedial/special classes to the needy and ensure that students come on par with other students. In other words, teachers have to help slow learners till they come up or improve.
- 10) Teachers are advised to take up mentoring and see that psychological, academic, needs of the students are addressed appropriately.
- 11) Readiness to take up the work assigned from time to time by the HOD/The Principal/the college management.
- 12) Aligning themselves with the system and work with focus.

The institution has always maintained utmost transparency and accountability in all activities.

Financial transparency –

- Every purchase is made and by the management.
- The Finance Officer presents a proposal for the projects receipts and expenditure under each head. After discussions, the budget is approved with or without amendments. The Principal is the competent authority to decide on the purchases to be made in the college at the beginning of each academic year. Proposals are received from all departments and administrative units on the estimated purchases for the academic year. All the necessary procedures like tenders, quotation etc. are followed while making purchases.
- All accounts are audited by professionally qualified chartered accountants.
- Central and state government schemes and UGC schemes are now implemented.

- Students remit tuition fees directly to the bank and a student copy of the challan is available to them for their record.
- Salary payments are made through bank accounts.
- Accounts of various grants received from various funding agencies such as **UGC, ICSSR, and NAAC** are maintained separately and audited regularly.
- The financial transaction of the college is subject to the audit of Directorate of collegiate Education, Government of Karnataka and Accountant General, Government of Karnataka.

Academic Transparency –


- The student admissions are done online through Centralised Allotment Process (CAP) of the University.
- The recruitment of teachers is done as per rules and regulation by giving advertisements in the newspapers.
- Teaching plans are prepared by teachers and implemented.
- Programme outcomes and course outcomes are communicated to students.
- For review of academic activities, meetings are held by respective head of departments.
- Academic calendar is followed for internal evaluation and strictly followed.
- Results of internal examinations are discussed with students.
- All – Curricular, Co-curricular, Extra Curricular ensures and research activities are routed through the IQAC. This transparency at all levels and goes along way in the smooth functioning of the college.

Administrative Transparency-

- The college administration is decentralized and different responsibilities are divided among faculty and the same is available in college website and college hand book.

- Staff council meeting are regularly held to discuss and take decisions on matters of importance.
- Departmental meetings are held to takes decisions at department level.
- Various Clubs, Cells, NSS,etc are functioning under faculty in charge.
- Staff secretary and IQAC coordinator also assist the institution in various capacities.
- Students and alumni members are taken in IQAC and other committees such as library committee, canteen committee,etc.
- Staff meeting held in a month to communicate and deliberate on various aspects related to the functioning of the college.




PRINCIPAL
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