

ಹೈದರಾಬಾದ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಹಡೆದ)
ನ್ಯಾಕ ಐ ಗ್ರೇಡ ಮಾನ್ಯತೆ



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

CODE OF CONDUCT



Bellaw
PRINCIPAL
H.K.E.S. S.S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228

ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲೆ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕೆ ಆ ಗ್ರೇಡ್ ಕಾಲೇಜ್



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

Code of conduct for Principal

- 1) In all academic and administrative activities of the College, the Principal should demonstrate attributes of effective leadership.
- 2) Draw out a plan and policy to carry out the vision and mission.
- 3) Maintain coordination throughout all college projects.
- 4) Provide all stakeholders direction, leadership, and guidance.
- 5) Monitor and keep an eye on the management of the academic programmes and overall management of the college.
- 6) Using new technologies and instructional techniques to enhance the learning process and introduce students to current events.
- 7) Adherence to the execution of instructions given by the government, the U.G.C., the director of education, the university, and other relevant authorities.
- 8) Keep track of the college's evaluation reports for both teaching and non-teaching staff.
- 9) Require all employees, including those who do not teach, to abide by the institution's code of behavior.
- 10) Teacher, head, director, and coordinator assessment reports, academic diaries, lesson plans, plans of action and action taken reports.
- 11) Evaluating the student's academic schedules and courses.
- 12) To evaluate the various stakeholders' feedback forms and take appropriate action to address any issues.
- 13) Evaluating non-teaching staff members' reports and keeping up with their Service Books.
- 14) The head clerk or any other officer lawfully designated by him shall maintain a service book.
- 15) To require educators to teach students about social, cultural, national, and human values in order to promote their entire development.
- 16) To promote the general cultural and physical growth of the student body through a variety of extracurricular activities.
- 17) To give college students a platform by giving them numerous chances to meet all of the real-world challenges of a competitive world while almost fully utilizing their potential in extracurricular and curricular activities.
- 18) To support the professional growth of the faculty and support staff.



Bellur
PRINCIPAL
H.R.E.S. S.S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228

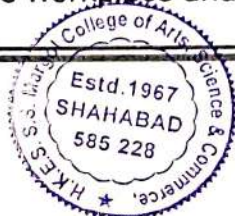
ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲೆ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಯಕ ಜಿ ಗ್ರೇಡ್ ಮಾರ್ಗ



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

The Professional Ethics and Code of Conduct for Non-Teaching Staff

- 1) All non-teaching employees of the college shall perform their jobs effectively and diligently in accordance with the performance standards and administrative guidelines established from time to time by the university, college or management.
- 2) Keep their professional knowledge and skills up to date so that they can carry out the tasks that have been given to them.
- 3) Each day, the duty participant must arrive on time.
- 4) Help in carrying out tasks related to the administrative duties of the college and the university, such as helping to evaluate admissions applications, advising and counseling students, and helping to conduct university and college tests, including all kinds of examination works.
- 5) Respect the student's right to privacy and dignity when offering them advice or other forms of assistance.
- 6) Participate in the institution's policy-making process by accepting various offices and carrying out the duties that may be required of you in those offices.
- 7) Personally support the institutional policies that have been adopted by higher-ups inside the organization.
- 8) Work with the government to improve the institutions while keeping in mind the profession's dignity and the interests of the public.
- 9) Should abide by the institution's professional ethics and code of conduct.
- 10) Every employee should use their skills and knowledge to advance the college's administrative operations as a whole.
- 11) Every employee should act honorably, deliver quality work, and be dedicated to the college's best interests.
- 12) All college staff members should work together to uphold order and respect in the workplace and on college property.



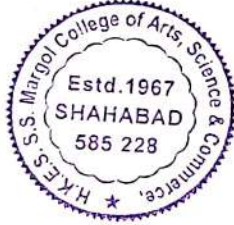
Ballar
PRINCIPAL
H.K.E.S. S.S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228

ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕೆ ಬಿ ಗ್ರೇಡ್ ಕಾಲೇಜ್



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

- 13) Should continue to have good relationships with all of the college's coworkers, faculty, and students.
- 14) Every employee has a unique identity as a member of the college/institution in society; as a result, no employee should act in a way that transgresses moral or decency standards in his or her conduct or behavior inside or outside of the college campus. Everyone is responsible for upholding the college's reputation, discipline, and culture in public spaces and throughout society.
- 15) No employee shall engage in any organized anti-institutional action and shall not encourage any groupthink or unwholesome behavior.
- 16) Prevent clashes between their work and personal interests.
- 17) No member of the non-teaching staff is allowed to act in a way that is unbecoming of their profession or to denigrate, harass, or insult another individual for any reason.



Bellar

PRINCIPAL
H.K.E.S. S.S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228

ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲೆ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ್ ಬಿ ಗ್ರೇಡ್ ಕಾಲೇಜ್



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

The Professional Ethics for the Teachers

Anybody who chooses to pursue a career in teaching takes on the responsibility of conducting themselves in a way that upholds the profession's objective. A teacher is frequently the subject of criticism from both his students and society at large.

As a result, every instructor needs to ensure that his principles and methods are compatible. The national educational goals that have already been established and that he or she should work to instill in students must be his or her personal ideals. Also, the occupation demands that teachers have a kind demeanor, a calm, patient, and communicative temperament.

- Maintain the moral behavior and manner that the community expects of them.
- Conduct their personal affairs in a way that upholds the respect due to their profession.
- Strive for ongoing professional development through research and study.
- Participate in professional gatherings, seminars, conferences, etc. to share one's open and frank opinions and advance knowledge.
- Continue to be an active member of professional groups and work to have them boost your career and education.
- Execute their responsibilities in the areas of instruction, tutorials, practical, seminars, and research with diligence and commitment.
- Participate in and support the completion of tasks related to the college's and university's educational responsibilities, such as helping to evaluate admissions applications, advising and counseling students, and assisting with the supervision, invigilation, and evaluation of college and university examinations.
- Engage in extracurricular, co-curricular, and extracurricular activities, such as volunteer work.



Bellar
PRINCIPAL

H.K.E.S. S. S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228

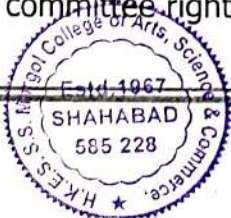
ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎನ್. ಎಸ್. ಮರಗೋಲ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ್ ಬಿ ಗ್ರೇಡ್ ಮಾನ್ಯತೆ



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

CODE OF CONDUCT FOR THE COLLEGE STUDENTS

- 1) On six days of the week, classes begin at 9:00 am and may last until 5:00 pm.
- 2) Without the consent of the HOD or class teacher, no student may leave the premises before the college time.
- 3) According to Kalaburagi norms at Gulbarga University, 75% attendance is required in order to take the semester exam.
- 4) All college students are required to slung around their necks a current identity card from the college bearing their most recent photograph and the principal's signature.
- 5) When students encounter lecturers for the first time in a day at the college, they should extend a friendly greeting.
- 6) In the classroom, only urgent or important notices may be read. Students should regularly check the notice board and keep themselves updated about the numerous notices that might occasionally be posted there.
- 7) Students must wear their college uniforms neatly and in accordance with the college's dress code.
- 8) Students are not permitted to maintain trendy, cool, unique, or colored hairstyles.
- 9) Food, snacks, and drinks are not permitted within the college.
- 10) Bullying is illegal. Ragging is utterly forbidden on college property and on campus. Any student participating in such actions would be dismissed from the college without delay.
- 11) Any student who becomes a victim of ragging within or outside of the college shall notify the principal and the coordinator of the discipline and ragging committee right away.



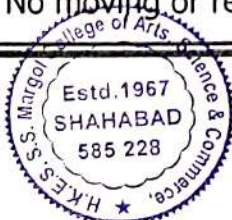
Kellan
PRINCIPAL
H.R.E.S. S.S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228

ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲಕ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕೆ ಬಿ ಗ್ರೇಡ್ ಕಾಲೇಜ್



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

- 12) Smoking, drinking alcohol, and using marijuana are strictly prohibited both within and outside of the college.
- 13) Every student contributes to maintaining a clean and orderly college campus, classroom, and desks and chairs. Everyone is required to utilize the dustbin for trash.
- 14) No student will show disrespect on college property, on campus, or in a classroom.
- 15) All classrooms and college property are monitored by CCTV, and students, faculty, and staff are expected to behave appropriately at all times.
- 16) Students are not permitted to linger inside or outside the college grounds while lectures are being held. For acts of indiscipline such as loitering, disobedience, misconduct, or misbehaving, students risk losing their term.
- 17) It is definitely forbidden to use mobile devices in the library, college, and other areas.
- 18) No friends, visitors, guests, or other outsiders are permitted on the campus or in the classroom at the college.
- 19) Whenever they have free time, students should use the college library and refrain from loitering around the campus.
- 20) Any student who harms the college's reputation in any way risks expulsion. Offenders will be subject to legal consequences.
- 21) A student or group of students who conduct inappropriately towards professors, administrative personnel, or create commotion on college property or in a classroom shall face a full range of disciplinary action.
- 22) Students must use less water and electricity. As students leave the classroom, study room in the library, and computer lab, they must turn off the lights and fans.
- 23) No moving or rearranging of the furniture in the classrooms is permitted.



[Signature]
PRINCIPAL
H.K.E.S. S.S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228

ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲ್ಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ್ ಬಿ ಗ್ರೇಡ್ ಕಾಲೇಜ್



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

- 24) Students are responsible for maintaining all college property. Any deterioration of the college's property, including walls, doors, windows, fixtures, furniture, and other items, is a breach of college discipline and is punishable by law.
- 25) It is strictly forbidden to write on walls, pillars, bathroom furnishings, or whiteboards.
- 26) The principal has the right to deny a student permission to take the university examinations if they consistently perform poorly on internal assessments and show low attendance in class.
- 27) Cheating on a unit test, a college exam, or a university exam is completely forbidden.
- 28) No event, celebration, or birthday may be held on a college campus or in a classroom without the principal's prior approval.
- 29) It is totally forbidden for students to celebrate any holiday of the western culture, such as Valentine's Day or Friendship Day, on college property.
- 30) Students are forbidden from doing anything within or outside the College that could disrupt its efficient operation or damage its reputation. The college should not be exposed to any political or other outside influences, either directly or indirectly.
- 31) College students should inform their HOD or the relevant teacher of any problems or medical emergencies so that they can get the assistance they need to resolve them.
- 32) Each student should leave their car at the college's parking lot.
- 33) A student is not allowed to willfully misrepresent themselves or give false information to any College office. Also, it is forbidden to use or possess documents, records, or identification cards issued by the College fraudulently or to falsify them. This rule applies to both print and electronic mail.



Bellam
PRINCIPAL

H.K.E.S. S.S. Margol College
of Arts, Science & Commerce,
SHAHABAD-585 228