



DAYANANDA SAGAR COLLEGE OF ENGINEERING

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560078
An Autonomous Institute affiliated to VTU, Approved by AICTE and UGC, Accredited by
NAAC with 'A' Grade & ISO 9001:2015 Certified Institution

CODE OF CONDUCT (STUDENTS)

1. The college gives utmost priority to discipline, and all students are bound to follow the rules and regulations of the college and maintain strict discipline.
2. Students are bound to conduct themselves appropriately at all times on campus.
3. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc., will not be tolerated.
4. Damaging or destroying institute property or the property of other students and/or faculty members intentionally will be viewed seriously.
5. No disruptive activity in a classroom or at an event sponsored by the institute will be tolerated.
6. An identity card issued by the institute should be produced on demand by staff/campus security personnel whenever necessary.
7. Students are not permitted to audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
8. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the institute on social media or engage in any such related activities that may have grave ramifications on the reputation of the institute.
9. All students must be punctual in attending classes and practical sessions as per the timetable.
10. Tea break and lunch break timings shall be strictly adhered to by the students.
11. The institution strictly prohibits ragging, imposing disciplinary measures on offenders. Empowered by the Karnataka Education Act, 1983, an anti-ragging committee monitor and conducts hostel and campus visits to prevent incidents.
12. All students should strictly adhere to the rules and regulations of the institute.
13. The student must adhere to the rules and regulations set for eligibility to write the CIE and SEE examinations.

Principal

Jayananda Sagar College of Engineering
Kumaraswamy Layout, Bangalore -560 111



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CODE OF CONDUCT (TEACHING FACULTY)

1. The college gives utmost priority to discipline, and all staffs are bound to follow the rules and regulations of the college and maintain strict discipline.
2. All faculty must be punctual for duty.
3. The faculty shall stay on campus during college working hours.
4. Tea break and lunch break timings must be strictly adhered to by the faculty.
5. Faculty must be enthusiastic about taking up the subjects/work allotted to them by the Head of the Department.
6. A course plan should be prepared and followed throughout the semester by faculty members.
7. Faculty should mentor students in a way that instills human and ethical values in them.
8. Classes and practicals should be conducted according to the approved timetable, and extra classes should be held whenever necessary.
9. Faculty should undertake all responsibilities as prescribed by the Principal/Management, not limited to academic and evaluation duties.
10. The dress code must be strictly followed by all faculty members.
 - a. Men: Formal wear with tie or blazer.
 - b. Women: Formal wear or saree.
11. Faculty must be present in the classroom at least 5 minutes before the class starts.
12. Alternate arrangements for classes during absence should be made meticulously with the permission of the Head of the Department.
13. The respective Heads of the Department should be informed whenever a faculty member wishes to avail leave without prior application.
14. Faculty are not allowed to use mobile phones, listen to music, watch videos, or surf social media inside the college campus during working hours.

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CODE OF CONDUCT (NON - TEACHING STAFF)

1. The college gives utmost priority to discipline, and all non-teaching staff are bound to follow the rules and regulations of the college and maintain strict discipline.
2. All non-teaching staff should be punctual for duty and adhere to the college timings.
3. Non-teaching staff shall stay on campus during college working hours.
4. Tea break and lunch break timings must be strictly adhered to by the non-teaching staff.
5. A logbook should be maintained for each laboratory.
6. An issue register for tools and other utilities issued to the students must be maintained for each and every lab.
7. Any unexpected breakdowns of lab machines/equipment/components must be reported immediately to the staff in charge of the particular lab/HOD.
8. Damages caused to the lab equipment by students due to mishandling of lab machines/equipment/ components/consumables must be reported to the concerned staff member or HOD for further action.
9. The lab instructor must identify the requirement of lab machines/ equipment/ components /consumables, etc., before the beginning of the semester and provide the same in writing to the lab-in-charge/HOD.
10. All maintenance works must be carried out and recorded as per the schedules without affecting the regular lab class work.
11. All procurements should be properly recorded in stock registers, and separate registers for consumables and non-consumables should be maintained for each laboratory.
12. Ensure the availability and proper maintenance of first aid facilities and firefighting equipment.
13. Alternate arrangements must be made with another staff member who is familiar with the work in case of absence.
14. Ensure that the machines/equipment/components are in proper working condition before allowing students to conduct experiments.
15. Non-teaching staff are not allowed to use mobile phones, listen to music, watch videos, or surf social media inside the college campus during working hours.

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CODE OF CONDUCT

(ADMINISTRATIVE / SUPPORT STAFF)

1. The college gives utmost priority to discipline, and all administrative staff are bound to follow the rules and regulations of the college and maintain strict discipline.
2. All administrative staff must be punctual for duty.
3. Administrative staff shall stay on campus during college working hours.
4. Tea break and lunch break timings must be strictly adhered to by the administrative staff.
5. Computing and communication facilities should be used only for the purpose for which they are authorized to accomplish the assigned work.
6. Support staff will demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students, teachers, parents, guardians, administrative personalities, and the general public in any context.
7. Administrative/support staff should maintain professional ethics on campus and proper behavior with authorities and students.
8. Administrative staff are not allowed to use mobile phones, listen to music, watch videos, or surf social media inside the college campus during working hours.

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