



Community Institute of Commerce & Management Studies

(Affiliated to Bengaluru City University & Recognised by Government of Karnataka)

#2/1, 9th Main, 9th Cross, 2nd Block, Jayanagar, Bangalore-560011.

Karnataka, INDIA. Phone No:080-26565151, Mob:9845560233

E-Mail: info.ccims@gmail.com Web site: www.cicms.in

Institution has a prescribed code of conduct for students, teachers, administrators and other staff

CODE OF CONDUCT FOR STUDENTS

- Reporting time for classes is 9.20 am.
- College timings are between 9.30 am and 3.00 pm.
- Colleges gates will be closed at 9.45am.
- Late comers will not be permitted to attend classes.
- ID Cards are compulsory in the college campus.
- Mobile phones are strictly forbidden in the college premises.
- Use of tobacco and chewing gums are strictly prohibited in the college campus.
- Uniforms are mandatory on Monday and Thursday
- On other days' decent formal dress is the expected norm.
- The institution is not responsible in any way for loss of valuables or cash.
- Library is accessible to students during working hours.
- Indiscipline and damage to college property., invites a fine or penalty.
- Tests, seminars, internal examination, submission of assignments, and other academic activities will be considered for Internal Assessment.
- 75% attendance in each subject is necessary to appear for the University Examinations.
- Medical certificate should be submitted if the absence is longer than three days

IQAC Co-Ordinator
Community Institute of Commerce
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CODE OF CONDUCT FOR TEACHERS

The faculty of this Community Institute of Commerce & Management Studies should adhere to the code of conduct specified in Karnataka Government Service Rules. But they should also conform to the stipulations specified by UGC for college teachers.

As per UGC norms whoever chooses teaching as a profession is expected to abide by the professional code of conduct. He/she is constantly subject to scrutiny of the Management, Principal, colleagues and students. Therefore, every teacher should maintain high standards of etiquette.

Following are the code of conduct for the teachers

- All faculty should abide by the rules, policies, procedures of the institution and respect its ideals, vision, mission, cultural practices and the traditions.
- All faculty members must maintain high standards of punctuality, discipline, honesty and professional ethics.
- Teachers should be role models for students by exhibiting good conduct, decent dress, speech and behaviour worthy of example to the students.
- Every faculty member should report to the college at least 10 minutes before the commencement of college timing All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Mentor- Mentee – system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them
- Every teacher must maintain a course diary for each subject offered during semester/year. It shall have following details: Syllabus, Lecture Plan, Lecture notes for each period, Date and time of preparation, Date and time of delivery (i.e. Diary)
- As per the rules of the institute, staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- Teachers should be just like friends, philosophers and guide of students.



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- Teachers should develop new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- Teachers should inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- The teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
- The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.
- Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Staff members are encouraged to take up research projects.

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CODE OF CONDUCT FOR NON-TEACHING STAFF

- Report to duty on time and be on duty during college hours; stay back after duty hours in case of additional requirement.
- Adhere strictly to the rules and regulations of the college, and to the job responsibilities
- Respect and maintain hierarchy in administration
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and general public
- Must not divulge official secrets, mutilate, conceal, alter or forge official documents/receipts
- Must not intercept or misappropriate college money
- Must not be absent from duty without official approval or approved sick leave
- Avoid using social media during office hours
- All the employees working under the institution should be respected equally.
- Consumption of addictive substance such as tobacco, cigarettes, alcohol etc. is strictly prohibited.
- Keep the campus clean.
- Misbehaviour with female staff or student or any other employee will not be tolerated. Strict action will be taken if found guilty

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LIBRARY RULES AND REGULATIONS

- All library users are required to enter their names and sign the register at the entrance.
- Students can borrow two books at a time and periodicals, for a certain period of time as stipulated and communicated by the Librarian.
- At the time of collecting the library card students has to show the fees paid receipt and they have to submit one passport size & 2 Stamp size photographs to the librarian
- The condition that they return the book on the same day of issue.
- Library books are required to be returned by the student on or before the due date 15 days from the issue and for SC/ST a period of 25 days is allowed.
- A fine of Re.1 per day will be levied after the expiry of the due date.
- All issued books must be returned and library fines (if any) must be settled on time.
- Borrowers shall replace lost or damaged library books or pay the cost of the book in cash
- Renewal of library books and of the educational materials are generally allowed if no reservation has been made for the same.
- Library users are expected to maintain silence at all times in the library. Cell phones are strictly prohibited.
- Library users should present their identity card for the borrowing or renewal of library material.
- The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student
- The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the college.

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