



CODE OF CONDUCT FOR STUDENTS

1. Students are required to be In-Time to the classes. (9.30 am in the morning).
2. If late by more than five minutes (later by 9:35am) the late comers names will be entered in a separate registers and will be reviewed on weekly basis.
3. An appropriate action will be taken if any student is found either not punctual and 'or' not regular in attending classes. Punishment could lead to suspension or even detention as the case may be from the course, which will be duly intimated to the parents concerned.
4. Students are required to come in formals (uniform for the schedule days decided by the department without fail). They are further required to follow the dress code of the college and should wear ID card compulsorily when they are in college premises.
5. Students are required to take up weekly tests / assignments / monthly tests / seminars as decided by the respective subject teacher and they are required to perform well in all the tests / exams conducted by the department / college.
6. Permitting any student to the practical exams is strictly based on continuous evaluation by the teachers and the accumulated attendance.
7. If the performance and the attendance are found below the norms of Bangalore University, those students will not be allowed to take the final examinations and have to repeat the semester.
8. Any prolonged leave / absence by any student is permitted only against submission of leave letter counter signed by the parents and with the supporting documents related duly approved by the H.O.D and the same should be brought to the notice of class teacher. However students are advised to be in constant touch with the class teacher or mentor for any support or academic guidance required in the learning process.
9. Active participation in all departmental activities/ college activities as applicable is highly appreciated and the same will be considered favourably for continuous assessment.

S. Samesh

Principal
SURANA COLLEGE
SOUTH END ROAD
BANGALORE - 4



SURANA COLLEGE

Moulding Character & Careers

Permanently Affiliated to Bangalore University

Accredited by NAAC with 'A' Grade

Recognised under 2(F) & 12 (B) of UGC

Certified IAO & ISO 9001-2015

10. Participation of students in NCC / NSS / Fine Arts/ Sports or any other community reach out activities is highly appreciated and encouraged and students are required to show authenticated documents endorsing their participation in such activities to get attendance and academic guidance from the department.

11. Standing in the quadrangle or along the corridor in between classes is strictly not allowed and they are further required to advise not to move from classes in between for any purpose what so ever.

12. In short, students are highly encouraged to pursue their studies in a conducive and intellectually stimulated environment and required to follow all the above norms in order to stay focused in realizing the objectives.


S. Samsudhin

Principal
SURANA COLLEGE
SOUTH END ROAD
BANGALORE - 4



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 on regular basis.
- 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 dept (Popular talk sessions),and contributing to enhance the ambience of the dept.
- 9) Teachers are advised to take remedial/special classes to the needy and ensure that student that students come on par with other students. In other words, teachers has to help slow learners till they come up to the level playing field.
- 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


Principal
SURANA COLLEGE
SOUTH END ROAD
BANGALORE - 4



SURANA COLLEGE

Moulding Character and Careers

Permanently Affiliated to Bangalore University
Accredited by NAAC with 'A' Grade
Recognised under 2(F) & 12 (B) of UGC
Certified by IAO & ISO

Some of the students attributes facilitate by the college are as follows.

SL NO	ATTRIBUTES	STEPS TAKEN TO FACILITATE
1	Communication Skill	Language labs conducted during vacation
2	Creativity	Wizardry Club activities (Creativity Club)
3	Decision Making Skills	KWEC
4	Entrepreneurship	Career Guidance
5	Discipline	NCC student representatives help in maintaining discipline during college function program
6	Ethics	Human Values and Professional Ethics course is part of the syllabus
7	Leadership	Team Work

SS
Principal
SURANA COLLEGE
SOUTH END ROAD
BANGALORE - 4