



**B. V. V. Sangha's**  
**Basaveshwar Arts College**  
**Bagalkote**



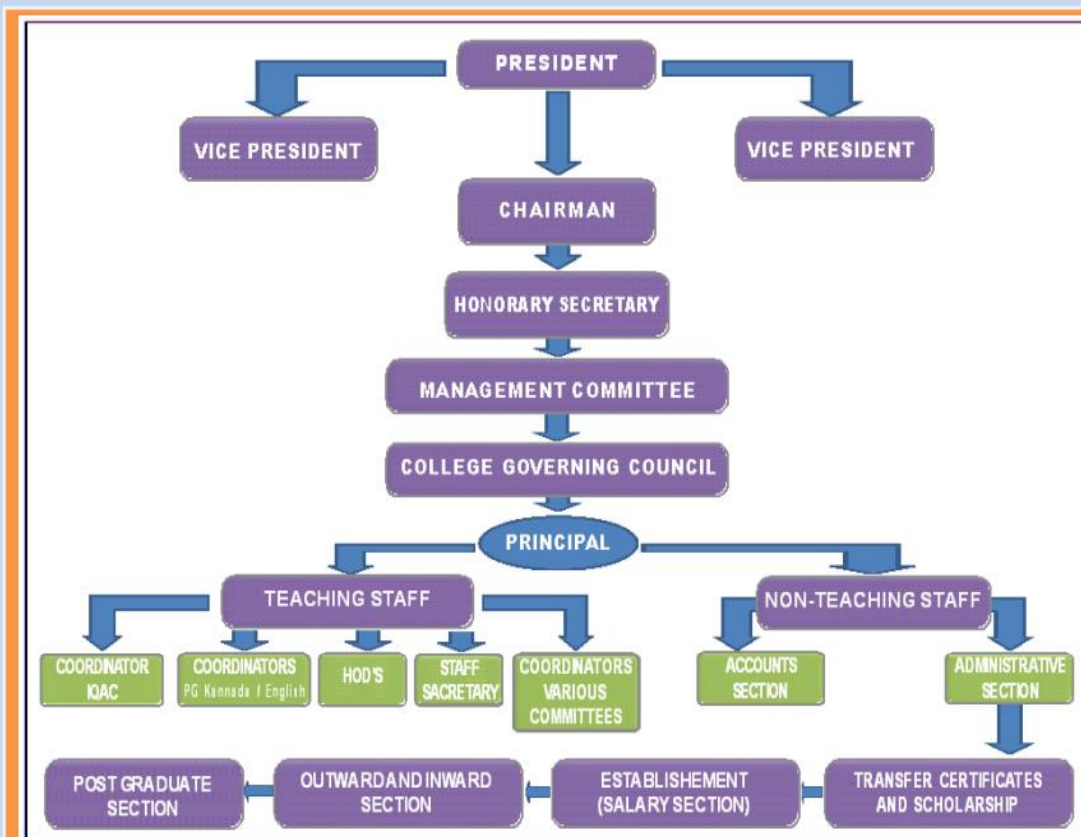
**6.2.2. The Functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**



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## ORGANOGRAM OF THE INSTITUTION



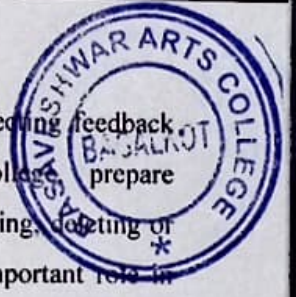
## DESCRIPTION OF THE ORGANOGRAM CHART



- **The College Governing Council:** The College Governing council is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements. It can develop the policies and deliberates on the Academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution. The Institution has responsible for the maintenance of standards education, teaching and training, inter- departmental co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws.
- **Chairman:** The role of chairman is recognized as a primary leadership position. In performing the duties of the position. It is assumed that chairman will exercise considerable discretion while complying with college policies and procedures.
- **Principal:** The role of a principal is to provide strategic direction at the college. Principal looks into the standardization of curricula, assess teaching methods, monitor student progress and achievement, encourage parent involvement, revise policies and procedures, administer the budget.
- **Research Committee:** The College has a research advisory to monitor and address matters related to research promotion and ethics. The college aims to support to conduct research activities inside and outside the college. The committee comprises of faculty processing doctoral degree who are researchinclined, motivated and talented to train minds for research inclination.
- **Certificate Course Committee:** The committee offers oversees the value- added courses to be offered to the students in different fields focusing on skills and entrepreneurship. Their role is to finalize the certificate courses in consultation with the principal, follow procedures of having MoUs, scheduling and monitoring the conduct of courses, administering the feedback, generating reports and distribution of certificates to the students.

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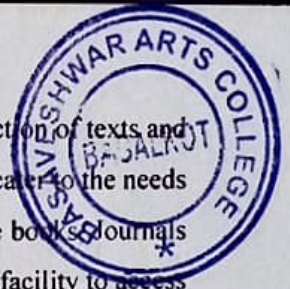
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- **Curriculum Review Committee:** The committee is involved in collecting feedback from stakeholders in consultation with the IQAC of the college to prepare recommendations for review and prepare proposals for adding, expanding, or modifying courses offered by the college. The committee play an important role in introducing new programmes.
- **Student Support Services:** Assist students 'by facilitating and engaging them for enhanced learning that support in achieving the potential in educational and overall development. Support services also build partnerships with community services to meet the needs of students and society for their health, wellbeing and learning goals.
- **Personal Counselling Cell:** The cell encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. In the changing scenario, counselling cell plays a vital role in an educational institution. Education stands for an overall development of a student. Counselling Cell in the campus to support staff and students for their psychological wellbeing. The Department of Counselling works with a vision to provide students with holistic knowledge on values, self-care, interpersonal skills and nurture self-efficacy. The genial environment created at the counselling cell, enables students to freely express and resolve their problems.
- **Alumni Association:** The Alumni Association is formed to strengthen the bond between alumni and the Alma Mater, which includes developing an active network of alumni across countries. The committee has been working on creating an alumni directory.
- **Website Committee:** The main objective of the website committee is to ensure that the college website is regularly updated, improved and well maintained. The members of this committee collect information about the latest events in the college, achievements etc. and get them posted on the website by way of write-ups and pictures etc. Updated communications, notices, announcements are placed on the website for easy and wide access to all the stakeholders.
- **Library Committee:** The main function of Library Committee is to act as a channel between the library and its users. It looks after general maintenance of the library in terms of reading material and infrastructure. This committee effectively involve in seeking the requisition from departments for purchase of books & journals, fostering the

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reading habit of staff and students. The college library has a vast collection of texts and general books, International and National journals, online databases to cater to the needs of both UG and PG students. Separate sections for General, Reference books, Journals and Periodicals, Magazines are provided along with free Net browsing facility to access the online databases and academic information.

- **Career Development Cell:** The Career development cell is an integral part of the student support facility. The committee plans for the pre-placement activities, career counselling, campus recruitment training programme, conducting training for competitive exams, organizing placement activities etc.
- **Physical Education and Sports committee :** The College has a good set of indoor and outdoor sports equipment's. The facilities in the campus include Indoor games like Carroms, Chess and Table Tennis. As the ground for playing outdoor games is limited.
- **Extra-Curricular Activities Committee:** The main objective of committee is to promote and arrange extracurricular activities to bring out the talents of students in the performing arts. The members of the committee are involved and are responsible for all intra and inter- collegiate cultural events in the college. They plan and schedule cultural events for the academic year. It involves in arranging events/programs for staff and students in coordination with Student coordinators.
- **Students Grievance and Redressal Cell:** The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution and in particular, those made by students. The cell ensures effective solution to the grievances, using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the college. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.
- **Examination Committee:** The Examination committee shall conduct the internal and external examinations. They are responsible for preparing invigilation duties chart, seating arrangement, Question paper distribution and smooth conduction of the

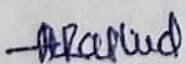
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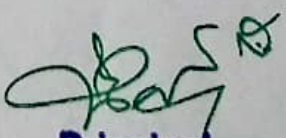
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examinations. Any decisions concerning the smooth conduction of examinations are done in consultation with the principal.



- **IQAC:** Basaveshwar Arts College, Bagalkot, UG and PG College aims at continuous enhancement and sustenance of quality in education. The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the Head of the Institution for monitoring the quality parameters in the college. Every year, the college submits an Annual Quality Assurance Report to NAAC. The committee was formulated on the basis of the recommendations given by the National Assessment & Accreditation Council. The quality assurance provides confidence to the stakeholders for developing competent graduates in an efficient and effective way.
- The IQAC Coordinator takes the responsibility of developing a system for conscious and consistent improvement in the overall performance of institute. She/he is responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution.
- **Staff Welfare Committee:** Welfare Committee aims for overall development of staff members by applying different welfare schemes. This committee works for the benefit and welfare of the whole staff and provides a channel to interact with each other. The main responsibility of committee is to build a healthy working environment and foster good relationships among the staff, Collection and compile database of faculty and staff working in the campus, to provide opportunities for attending various workshops, seminars.

  
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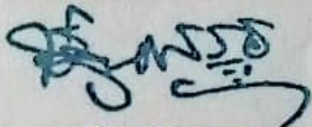
**CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF**

1. Code of conduct for teaching and non-teaching staff are mainly governed by Karnataka Civil Service Rules and RCU, Belagavi.
2. The members of the staff shall employ themselves honestly and efficiently under the order of the Head of the Institution
3. No members of the staff shall engage in any political activity within the college campus.
4. All the members of the staff must attend punctually at the appointed time and shall not leave before the college closes for the day.
5. All the members of the staff both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution
6. Attending for duty 15 minutes later than the appointed time without prior permission shall be recorded as late attendance
7. Every teacher shall be available in the institution on each working day and shall perform such duties as assigned to them. The routine duties shall consist of 16 hours teaching/practical per week. In addition, they have to undertake examination test, evaluation, invigilation work, general assistance to students in removing their academic difficulties and participation in extracurricular activities and institutional support activities as required



8. The normal working Hours for those in the category of clerical staff shall be 10.30 am to 5.30 pm with half an hour lunch break on all working days
9. In pursuance of the general interests of the college all staff shall be required to attend duties on any national and festival holidays, in case, function to celebrate such occasions are organized by the college,



  
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## **Leave rules**



### **General**

1. Leave cannot be claimed as a matter of right.
2. Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
3. Written application well in advance is required for the grant of leave.
4. No officer shall leave the place before getting intimation from the authorities.

### **Casual leave:**

1. A permanent teaching staff is eligible for 15 days Casual leave in a calendar year provided they have sufficient reason to avail it and 2 Restricted Holiday Leave.
2. A non-teaching staff is eligible for 15 days casual leave and 2 restricted holiday in a calendar year.

### **Earned Leave**

For teaching staff 10 days and for non-teaching staff members have 30 days earned leaves per year.

### **Maternity leave**

A Female staff is eligible for 180 days leave with full pay for maternity purpose.

## CODE OF CONDUCT FOR STUDENTS

**Admitted students must abide by the following rules and disciplinary norms-**

1. Approval of 'Admission Committee' is essential for admission to the college
2. 75% attendance is compulsory. The names of the defaulters will be intimated to their parents and such students shall not be allowed to be appearing for annual exam.
3. Attendance to the Monthly test is compulsory.
4. Students must actively take part in seminars, tutorials and group discussions, which will be conducted in the college.
5. Wearing of uniform and identity card is compulsory.
6. Students must actively participate in sports and cultural activities organized by the college.
7. Be polite with the members of Teaching, non- Teaching staff and codes.
8. Smoking, chewing of tobacco and gutka is prohibited.
9. Students are prohibited to use the mobile phone in premises of the college.
10. The Principal is the ultimate disciplinary authority in the college.
11. Students should not enter or leave a class in session without the teacher's permission.
12. The use of cell phone is strictly forbidden inside the campus.



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