

Sri Vidyodaya Foundation ® Trust

**VIDYODAYA LAW COLLEGE**

(Affiliated to the Karnataka State Law University, Hubballi & Recognised by the B.C.I.)

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## **INTERNAL QUALITY ASSURANCE CELL**

(Affiliated to the Karnataka State Law University Hubballi & Recognized by the B.C.I)

# **CODE OF CONDUCT**

**(HANDBOOK FOR STUDENTS,  
FACULTY & SUPPORTING STAFF)**

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## **01. Preface:**

This Handbook specifies the standard procedures and practices of Vidyodaya Law College, Tumakuru for all students enrolling with the Institute for pursuing varied courses, Faculty and supporting staff. All students, faculty and supporting staff must know that it is incumbent upon them to abide by this Code of Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

The code of conduct is a set of guidelines on different stakeholders in institution. These have been prepared to know the rules and regulations for different stakeholders ( Teachers, Students, and Non-teaching staff) in the Institute. The code of conduct are characterized by integrity and expected that all the stakeholders should strictly follow the code of conduct mentioned in this document. The purpose of codes of conduct is to ensure and identify what is required and expected. It applies to all members. It also promotes welfare, dignity and respect for learners, educators, workers and parents.

## **CODE OF CONDUCT**

As per the UGC norms, KCSR provisions and Management guidance, our Institution has formulated Code of Conduct to improve Over all development of students and teachers by creating effective teaching-learning atmosphere. It promotes academic integrity and the professional behavior. Which builds the reputation of our Institution.

Our Motto is “Shradha Hi Paramo Gathi” and “Legal Education and Awareness for all”. The purpose of this code of conduct is to make the students, teachers, College authorities and all concerned persons of the institution to be familiar to the Rules and Regulations of the College and to progress towards the achievement of the Mission and Vision of the College.

Code of conduct has been framed between following persons –

- I. TEACHERS AND THE STUDENTS**
- II. TEACHERS AND COLLEAGUES**
- III. TEACHERS AND AUTHORITIES**

- IV. TEACHERS AND NON-TEACHING EMPLOYEES
- V. TEACHERS AND GUARDIANS
- VI. TEACHERS AND SOCIETY
- VII. CODE OF CONDUCT FOR STUDENTS
- VIII. CODE OF ETHICS FOR STUDENTS
- IX. CODE OF CONDUCT FOR TEACHERS

## 02. Applicability:

The code of conduct is applicable to all students of the college enrolled, Principal, Teachers and Non-teaching staff in the Institute. The codes of conduct are characterized by integrity and expected that all the stakeholders should strictly follow the codes of conduct mentioned in this document. The purpose of codes of conduct is to ensure and identify what is required and expected. It applies to all members & it also promotes welfare, dignity and respect for the learners, educators, workers and parents.

## 03. Code of Conduct for Students:

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student should have to sign a statement consenting to abide by the framed code of conduct of our Institution.

**The institution lays primary emphasis on the maintenance of discipline. The students are advised to strictly follow the following code of discipline:**

### **Every Student shall-**

- Remain punctual, disciplined and regular in to the classes
- Read the notice board daily before leaving the college to get information about instructions/ orders/ circulars/ notices displayed by the Principal from time to time.
- Get their Identity Cards which are dually signed by the Principal and must wear

their Identity Cards during their stay in the college.

- Come to the college with college dress code.
- Expected to have a minimum of attendance as prescribed in the academic instructions during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the semester-end examination.
- Refrain from any act of discrimination (physical or verbal) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- Abide by Act, Statutes, Ordinances, Rules, Policies, Procedures of the College and respect its ideals, vision, mission, cultural practices and the traditions.
- Follow the Policy on academic integrity which forms an integral part of the Code and applies to all students of the Institution to which they should adhere
- Refrain from accepting membership of religious or terrorist groups banned by the Institution or by the Government of India
- (No trips should be arranged without prior consent of the Principal)/ Management, Permission.
- Students are expected to take proper care of the institute's property. If any damage done to the property belonging to the institute by way of disfiguring the walls, doors, fittings or breaking the furniture, etc. are personalized, held responsible for that, not showing reverence to their teachers & senior amounts to indiscipline etc.
- Be present in the college functions always on time.
- Refrain from recording of either audio or video of the lectures delivered in classrooms, actions of other students, faculty or staff without prior permission.
- Refrain from provoking any other student to mingle with any illegal activity whatsoever. Violation of this rule may attract stringent punishment,
- Strive to keep campus ragging free.
- Refrain from Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- Refrain from use of drugs and smoking in the college campus.
- Refrain from unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks which are contrary to law or policy.

- If a student is leaving before the completion of the courses he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked to check.
- No Student shall seek admission who is facing accusation under any law in force (without prior permission from the Management), If any one non comply with this shall be responsible for further consequences.
- Compulsorily wear college uniform prescribed by the college on the prescribed days,
- Maintain minimum 70% Attendance which is mandatory to appear IA test and University exams,
- Compulsory wear ID Card provided by the college in the college campus,
- Keep college campus clean and not to litter, lay or throw any kind of garbage in and around the campus,
- Have the knowledge that, all notices shall be displayed in the notice board and in case any negligence to read the same, the loss thereafter. College is not responsible for the same
- Ragging in any form is strictly prohibited and is a punishable offense. The college has a zero-tolerance to ragging.
- lodge their complaints if any, it must be through suggestion box.
- If the teacher is on leave the students should go quietly to library and study books, newspapers/periodicals/ magazines etc.

## Code of Ethics for Students –

A student shall

- Be honest and accountable,
- Maintain professionalism and confidentiality,
- Comply with Code of Conduct,
- Act with integrity in approaching problems,
- Follow the principles based on the Institution's core values.

### 04. Anti-Ragging:

Vidyodaya Law College, Tumakuru has a coherent and an effective anti- ragging policy in place which is based on the '**UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the College. The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law. Students must take note that ragging results in dismissal from the college.

### **Ragging constitutes one or more of the following acts: (according to UGC Regulations 2009)**

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in the minds of any other student;

- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student

#### **Anti-Ragging Committee:**

Anti-ragging committee is framed which always keep eye on the activities of the students. It deals with all the issues related to ragging and harassment. Disciplinary committee has also been joining hands with other committee in order to prevent any such indiscipline on the college campus. This Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

#### **05. Prevention and Prohibition of Sexual Harassment:**

Vidyodaya Law College, Tumakuru stand on prevention and prohibition of sexual harassment at workplace shall apply mutandis to the Teaching, non-teaching and students of the Institute which can be accessed and reviewed per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.



## **06. Code of Conduct for Teachers:**

Being the cadres of Karnataka Education Service, the teachers of this Vidyodaya Law College, Tumakuru should follow the code of conduct laid down in Karnataka Government Service Rules. And also guidelines provided by UGC for college teachers.

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice.

### **Following are the code of conduct for the teacher's:**

- The teachers are abide by Act, Statutes, Ordinances, Rules, Policies, Procedures of the Institute and respect its ideals, vision, mission, cultural practices and the traditions.
- All faculty members must maintain high standards of punctuality, honesty and professional ethics.
- Disclosing or sharing of any college documents without the permission of principal and college management to outside is strictly prohibited.
- Not to discriminate faculties on the basis of subject they teach.
- Teachers should be a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy as an ~~mod~~ to the students.
- Recognize the Legal education as a public service and strive to keep the public informed of the legal educational awareness programs which are being provided,
- Work to improve quality of standard of education in the interest of the community and strengthen the community's moral and intellectual life,
- Be aware of social and economic problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

- Refrain from taking part in or subscribing to or assisting in any activities which promote feeling of hatred or enmity among different communities, religion or linguistic groups but actively work for National integration.
- All the faculty members make sure to attend the prayer without fail.
- All faculty members should prepare a lesson/teaching plan, and academic file well in advance before commencement of the classes
- Teachers should complete the syllabus in time. Teachers shall try produce good results in the subjects handled by them.
- 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 Principal before going on leave.
- Teachers should be just like friends, philosophers and guide of students.
- 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 college functions and seminars and so on. He should also be participating in extra-curricular activities of the College such as 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.
- No teachers should be under the influence of drugs or alcohol during office hours.
- Be responsible Throughout their conduct to the community,
- Maintain the dignity and reasonability between the profession and privacy,
- Keep continue their professional growth through 'study and research, publication of research article and work etc.,
- Express free and frank opinion by actively participate in professional meetings, seminars, conferences etc.,
- Actively participate in the celebration National Festivals & other functions when required.
- Maintain active participation in professional organizations in the community,
- Perform and dedicate their services and duties in the institution relating to curriculum and co-curriculum activities and other responsibilities entrusted by the head of the institution.

### **Teachers and Colleagues –**

The teachers shall

- Maintain harmonious and cordial relationship, in the college,
- Treat all the colleagues in the same manner as they themselves wish to be treated,

- Respect each other in the working place and render assistance to each other in the college work for the betterment of profession,
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- Refrain from exploiting on the basis of caste, creed, religion, race or gender in their professional endeavor,
- Be social and humane, democratic and rational towards others,
- Strive at any cost remove and wash out the local tensions, controversies and disputes,
- Not to dilute or ill-treat or Assault or insult other faculty members

#### **Teachers and Guardians –**

The teachers should

- Try to maintain the contact with the guardians and the students by organizing the meetings and to send reports of students' performance for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **Teachers and Non-teaching employees –**

- Treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking,
- All non-teaching staff shall cooperate the teachers in the academic activities of the institution,
- Both the teachers and non-teaching staff should act in all respective, for the overall development of the institution,
- All staff should respect the dignity and nature of the work irrespective of position.

#### **Teachers and Authorities –**

The teachers shall

- Discharge their professional responsibilities in according to the rules by authorities and adhere to procedure and methods of their profession,
- Not to undertake any other employment including legal practice (according to BCI and KSLU norms) and commitment including private tuitions and coaching classes.
- Co-Operate with the authorities for the betterment of the institutional and professional dignity,
- Follow the due process in the professional activities,
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

### **Teachers and the Students -**

The teacher shall always

- Respect the Rights and Dignity of all the students in expressing his/her opinion,
- Encourage every Student for their overall career prospects,
- Treat all the students impartially regardless of their religion, race, caste, sex, place, political, economic, social and physical status,
- Recognize the diversity of the students in their aptitude and capabilities and strive to meet their individual needs,
- Promote and ensure the scientific, progressive and rational outlook and respect the human dignity and the spirit of democracy in the veil of patriotism,
- Be affectionate to the students and not behave in an avenging manner towards any of them for any reason,
- Pay attention to overall development of all students,

- Must be available to the students after the class hours and even in holidays also if required to guide them without any expectation of rewards,
- Assist and inculcate the students to develop and understand our national heritage and national goals
- Prohibit and refrain the incitement of students against other students, colleagues or administration.

#### **07. Code of Conduct for Support Staff/Non-Teaching Staff:**

Being the employees of the Government of Karnataka, all the support staff of this College should follow the code of conduct stipulated by the State Government. The Vidyodaya Law College, Tumakuru has put forward its code of ethics for the support staff along the following lines.

- The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities
- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- Every staff employed in the college shall stay within the college during office hours and discharge his/ her duties efficiently and diligently and maintain honesty, integrity, fairness and total quality management in all activities with mutual respect.
- Administrative/ Support staff would carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- The support staff has to maintain the confidentiality of the records and other sensitive matters
- No support staff should be under the influence of drugs or alcohol during office hours
- The support staff should not show discrimination on basis of gender, caste or

religion


- Notify their in-charge if they are unable to come to work. Submit leave application to the concerned on time.

#### **08. Library Rules and Regulations:**

- All library users are required to enter their names and sign the register provided at the entrance/any other system adopted
- Students can borrow certain number of books, periodicals, CDs for a certain period of time as stipulated and communicated by the Librarian.
- Students can borrow one book for internal use, subject to 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. A fine will be levied after the expiry of the due date. library fines (if any) must be settled on time.
- Borrowers shall replace lost or damaged library materials with new versions of the same.
- Renewal of library book and of the educational materials is generally allowed if no reservation has been made for the same.
- Library users are expected to maintain silence at all times in the library use of 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 issue 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 are requested to maintain the dress code of the college while they are in 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.

Note: This code of conduct is subjected to amend if needed through the approval in Board of Meeting.

Beside above mentioned code of conduct, the employees of the college are governed by service rules of KARNATAKA CIVIL SERVICE RULES.

  
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