



**Panchajanya Vidya Peetha Welfare Trust (Regd)**

**Dr. AMBEDKAR INSTITUTE OF TECHNOLOGY**

Aided by Govt. of Karnataka, An Autonomous Institution, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by All India Council for Technical Education (AICTE), Accredited by NBA and NAAC with "A" Grade

BDA Outer Ring Road, Mallathahalli, Bengaluru – 560056

# **Code of Conduct Hand book**

***Code of conduct for students,  
teachers, administrators and other  
staff***

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## **Preamble**

The student code of conduct is created to foster and protect the core values of Dr. Ambedkar Institute of Technology to ensure the scholarly and civic development of its students in a safe and secure learning environment and to protect the people, properties and processes that support the Institute and its mission.

## **Applicability**

The Code is applicable to all students, which includes all persons taking programmes at various departments of the Institute, pursuing undergraduate, postgraduate, professional or doctoral studies. The Code applies to all departments of Institute.

## **Jurisdiction**

The Code applies to the on-campus conduct of all students at all the locations/ campus of the Institute.

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- Any activity sponsored, conducted, or authorized by the Institute/university or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the Institute or members of the Institute community or causes serious harm to the health or safety of members of the Institute community
- Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code.

## **CODE OF CONDUCT FOR MEMBERS OF BOARD OF MANAGEMENT**

1. The members of the Board of Management shall be nominated in such a way that they possess, experience and competence to provide leadership to the institution
2. The members shall contribute to the growth and development of the Institution with selflessness, integrity, accountability, transparency, honesty and leadership.
3. The members shall observe high level of commitment and maintain standards of quality governance in all the functions of the institution.
4. The various committees constituted for specific purpose should be empowered to conduct the work judiciously and report to the Board of Management.
5. The Board of Management and its committees shall undertake a rigorous performance valuation on level of attainment of long term strategic objectives and short term key performance indicators periodically.
6. The Board of Management shall ensure compliance with the statutes, ordinances and provisions regulating the Institution.

## **CODE OF CONDUCT FOR PRINCIPAL**

1. The Principal shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye Laws.
2. Principal shall not disclose or offer to supply confidential information of the Institution except when authorised to do so as a part of his routine normal duties
3. Principal should take decisions solely in terms of Institution's interest and should not do so in order to gain financial or other material benefits to him/her or to his/her family.
4. Principal should not place himself under any financial or other obligation to outside individuals or organisations that might influence him in the performance of his official duties.
5. Principal to manage the Institution's affairs within the budget and framework fixed by the Board of Management.
6. Principal while performing his official duties including making appointments, awarding contracts or recommending individuals for rewards and benefits, make choices on merit.
7. Principal is accountable for his / her decisions and actions and submits by himself / herself to whatever scrutiny is appropriate.
8. Principal must act transparent all with regard to decisions and actions taken.
9. Principal duty is one of fiduciary duty to the Institution which means that he should act in good faith and without negligence and exhibit the highest loyalty to the institution.
10. Principal must observe the provisions of Rules / by laws of the Institution and the guidelines of the MHRD, UGC and Statutory Councils in an orderly, fair and transparent manner.

## **CODE OF CONDUCT FOR THE DEAN (EXAMINATIONS)**

1. To ensure secrecy, safety and security of all documents relating to examinations.
2. Honesty and integrity is the basic traits required for Dean (Examinations)
3. Ensure valuation of answer scripts are done as per schedule.
4. Ensure that there is no conflict of interest.
5. Necessary step has to be taken in protecting the question-papers and take all possible precautionary steps to ensure that the questions are not leaked out before the examinations
6. Ensure the results are declared on time
7. Ensure that the entries in the mark-statements are correct, complete and free from any sort of flaw.

8. Ensure that all security measures are adhered to in mark-statements and degree certificates
9. Ensure that all other staff members of the Examination Section are also equally honest.
10. Ensure proper Question Paper audit is done
11. Any violation/unethical behaviour of his staff are not tolerated and serious action taken immediately. Ensure proper correlation between Internal and External marks, through proper auditing.
12. Ensure answer scripts are disposed properly / safely (after the due dates)
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#### **CODE OF CONDUCT FOR DEANS**

1. Dean to process the letter submitted by the staff through proper channel only
2. Dean has to take action on the letter received from the staff or forward them to respective authority immediately. He should not retain any letters unnecessarily.
3. He must be neutral and should not be biased to any HoD or staff member.
4. Dean must use his powers judiciously. He has to keep in mind the interest of the Institution and the staff and students while taking decisions.
5. He must ensure that the direction issued by the Management and by the Principal is passed to HoDs and the instructions are followed in letter and spirit

#### **CODE OF CONDUCT FOR TEACHING FACULTY**

Our institution is esteemed for the value it instils to its students. Therefore the institution drafts code of conduct to each of its staff members, so that they are worthy and honourable to induct discipline and ethical behaviour in the minds of students.

1. Faculty members should handle the subjects assigned by the Head of the Departments
2. They should complete the syllabus on time.
3. Tutor system must be effectively implemented. They shall monitor both the academic / the personal activities of the students assigned to them.
4. They should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
5. They should maintain the respect the right and dignity of the student in expressing his / her opinion.
6. They should maintain decorum both inside and outside the classroom and set a good example to the students.

10. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
11. They should perfect in carry out the extracurricular, co-curricular and organizational activities to be assigned to them.
12. No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the Institute.
13. The faculty should report for duty even if they are on vacation if called for to attend to any important duty that may arise.
14. Usage of Cell Phone inside the classroom is strictly prohibited.
15. Faculty should utilize the facilities available in the Institute efficiently for the improvement of the students as well as for their academic development only.
16. All the faculties are responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in anyway

#### **Leave (Teaching / Non Teaching)**

1. Staff members are expected to log their attendance at the respective timings in a manner prescribed by the Institute. Bio-metric system is kept in the campus for the recording of attendance, while entering and leaving the Institute.
2. Casual leave for 15 days for the Calendar year (i.e. January to December) will be allowed.
3. Maternity leave for women faculty is six months.
4. Permission for 2 hours (1+1) per month is allowed. If a person avails a 3rd permission within one month it will be considered as half-a-day leave.
5. Leave On Duty for 15 days is allowed for one Academic year (i.e. June to May)
6. Every Staff member in the service of the Institute shall at all time strives for academic excellence in the discharge of his/her duties and conduct themselves in a manner becoming a perfect role model for others to emulate.
7. The Staff members in the service of the Institute can do higher studies only after the consent and knowledge of the Institute management. 8. The Staff members should be present in the Institute / Department at least 10 minutes before the Institute time.

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

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. No Staff employed shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the authorities shall be produced within a week.
3. No Staff employed shall engage directly or indirectly in any trade or business.
4. No staff employed shall send any application for employment to any other agency, except through the Principal.
5. No staff employed shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
6. No staff employed shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.
7. No staff employed shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government

## **Responsibilities of Students**

Students are members of the Institute on rolls. Students are responsible to the community of which they are a part and also responsible to the academic community of the Institute.

A student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

## **Student Commitment**

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- He/she shall be regular and must complete his/her studies in the Institute.
- In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the college campus subject to written consent of the Head of the Institution.

- As a result of such relieving, the student shall be required to clear pending tuition/hostel/mess and any other fees dues. And if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- Shall abide by the measures enforced by the college whenever pre-defined misconduct is committed by the students.

### **CODE OF CONDUCT FOR STUDENTS**

1. It is obligatory on the part of the student to abide by the rules and regulations of the Institute for maintaining good standard, discipline and individual progress.
2. The students must behave very decently in the Institute campus. Their manners should not cause any disturbance to other students, to the public and to the smooth functioning of the Institute.
3. The students should always wear the identity cards inside the Institute campus and the Institute bus.
4. The students must follow the dress code to maintain the dignity and decorum of the Institute.
5. Smoking is strictly prohibited inside the Institute campus. Students found intoxicated will be dismissed immediately from the Institute
6. Two wheeler riders should wear helmets and must possess valid Driving Licenses. Students should park their vehicles in an orderly manner only in the sheds meant for the purpose
7. Students are directed to co-operate with the authorities in keeping the Institute campus clean and tidy. They must avoid writing on walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dust bin provided for the purpose.
8. Every student should handle the Institute property with care. Damage caused to Institute property will be charged to the accounts of the students concerned.
9. Polythene covers are prohibited inside the Institute premises.
10. Students who indulge in any kind of malpractice will be investigated by a committee comprising of the Principal.

### **General:**

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and in satisfactory reasons.
- ii. Absence from duty after the expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service



- iv. A staff on leave should not take up any service or employment else where without obtaining the prior sanction of the competent authority.
- v. At any time not more than 30% of the staff in a department be granted leave.
- vi. No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes.