

BMS EDUCATIONAL TRUST



B.M.S. COLLEGE OF LAW

BULL TEMPLE ROAD, BASAVANAGUDI, BENGALURU-560019.

CODE OF CONDUCT MANUAL



PRINCIPAL'S NOTE

Educational institutions are organizations built to attain specific goals and objectives defined by its own boundaries. B.M.S. College of Law is no different. With a legacy of 56 years, the college has acquired an identity of its own in the legal field. For any institution to be alive and vital, there should be the readiness and willingness by individuals associated with the institution to contribute to the development of the institution. Institutional commitment requires from all staff members a strong belief in and acceptance of the institutional goals, a readiness to work for those goals and a strong desire to remain a part of those goals.

This “Code of Conduct”, is prepared to meet the new challenges in imparting legal education and to provide further impetus to the building of the institution. A de-centralized administration is a sign of institutional strength. Autonomy should filter right to the teacher and every teacher should have the freedom to be creative, innovative and contribute to the process of education in the college while being faithful to the norms of discipline and order. These guidelines, besides providing clarity to various functionaries of the college, I am hopeful, would involve all the teachers in the task of making BMSCL an institution of “excellence with relevance”.

As the number of faculty members is increasing year by year with the addition of more programmes, the college is tuning to changes in curriculum and administration. It is important for the Management to provide clear guidelines to staff and students about their role and the expectations of the college administration. It is believed that this Code of Conduct manual will serve as a guide book for teachers and staff to work more effectively.

Dr. Anita D' Souza
Principal

Handbook on Code of Conduct

For Different Stakeholders

I. Code of conduct for Governing Body:

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- (a) The governing body should act to approve the strategic vision and mission of the institution, academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- (b) The governing body should monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- (c) Governing body should ensure compliance with the statutes, ordinances and provisions regulating the institution, including regulations by Statutory bodies, such as UGC, BCI as well as regulations laid out by the State government and affiliating university.
- (d) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

II. Code of Conduct for the Principal:

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Karnataka as in the Karnataka Government Service Rules (KCSR).

Principal:

- A nominee of the Management, the Principal is the academic director of works in the college, and is the executive authority of the College. As the leader of the academic community of the institution, he should provide a climate necessary for the intellectual pursuit of the staff and the students. He/ She has to play a

vital role in motivating and inspiring the academic community towards excellence.

- He/ She supervises all the academic programmes of the college and keeps the Chairman informed of all matters of general and financial administration.

The Principal has the following functions in the college:

- Day to day administration of the college.
- Planning and executing all academic programmes.
- Supervision of the teaching and non-teaching staff.
- Allotment of work to the teaching and non-teaching staff, drawing up the calendar and the time – table, curriculum and research.
- Attendance of staff and students.
- Facilitating of co-curricular activities and extension services.
- Admission of students, students and staff discipline.
- Examinations and President of all associations in the college.

Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by Karnataka Civil Services Rules are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meeting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

10. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.

11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.

12. To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.

13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

III. Code of Conduct for Teachers

The teachers are governed by the code of conduct provisions laid down in the Karnataka government service rules (KCSR), Bar Council of India, Karnataka State Law University and University Grants Commission (UGC) rules and guidelines provided for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself 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.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

1. Professional Values:

A teacher

- i. Should be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student, be conscientious and dedicated and if necessary, should help the students beyond class hours.
- ii. Shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged and accept constructive criticism.
- iii. Should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- iv. Should aim to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- v. Should instil a democratic outlook among students, making them community oriented, patriotic and broad minded.
- vi. Conform to the ethos of the profession and act in a dignified manner.

2. Professional Development and Practices:

- i. It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
- ii. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- iii. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- iv. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, workshops, and 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.
- v. Should write text books, publish articles in reputed journals and present papers in Seminars and Conferences.
- vi. Should take up research projects.

vii. Should attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.

3. Professional Integrity:

Professional Integrity is the basic essential. This means honesty to oneself, to one's duty, to one's area of specialization and to one's students. Teachers are expected to do professional work and be fully committed to their work.

A teacher

- i. Must maintain ethical behaviour in professional practice by accurately representing certifications and other qualifications.
- ii. Must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- iii. Should be respectful and cooperative towards colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- iv. Should refrain from lodging unsubstantiated allegations against colleagues in order to satisfy vested interests.
- v. Should discharge responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- vi. Should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- vii. Should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
- viii. Should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

4. Character Formation:

Education is all about character formation. Teachers assigned the responsibility of mentors will greatly contribute to the personal growth of their students. Our aim is to develop persons of concern, compassion and conscience who will play a proactive role as adults in society to contribute their mite to add to the quality of life. Insistence on punctuality, regularity and perseverance in all that the students do will help the college to form students towards a meaningful life in society. It is equally necessary that the students are guided in academic and career choices so that each one of them is able to achieve their best potential.

5. Professional Collaboration:

- (i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- (iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.
- (v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College
- (vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- (vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
- (viii) Teachers must maintain cordial relation with the principal and management in exercise of their duty.

6. Responsibilities of a teacher:

A teacher has the obligation to conduct himself /herself in accordance with the ideal of the profession. Teaching profession requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition..

A Teacher should:

- i. Discharge professional responsibilities according to the existing rules and adhere to procedures and methods consistent with the profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. Refrain from undertaking any other employment and commitments likely to interfere with the professional responsibilities.
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- v. Adhere to the conditions of employment/contract.
- vi. Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- vii. Adopt appropriate methodologies with respect to teaching and evaluation and use innovative methods in teaching, conduct internal assessment and evaluation work.
- viii. Identify the weak students, provide special guidance for their improvement in studies.
- ix. Report to class on time and not to dismiss the classes before the scheduled time or cancel classes and monitor late comers to classes.

- x. Arrange for guest lectures, field visits and seminars and to undertake and help research activities which will help teaching.
- xi. Cooperate with the Principal and other faculty members in the efficient running of the college and to work with team spirit for the good of the students and the institution.
- xii. Make up classes for those cancelled due to teacher's absence.
- xiii. Be present for all the college functions.
- xiv. Report on time to duty as per working hours, required to sign the attendance register/ Biometric entry and be present and available in the college during working hours.
- xv. Adhere to a responsible pattern of conduct and demeanour expected of them by the community, manage their private affairs in a manner consistent with the dignity of the profession.
- xvi. Seek to make professional growth continuous through study and research, express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge, maintain active membership of professional organizations and strive to improve education and profession through them.
- xvii. Perform duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication, co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- xviii. Update parents/guardians, about the performance to their ward, monitor attendance, and late coming, actively participate in the parent teacher meet. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- xix. Work to improve education in the community and strengthen the community's moral and intellectual life through extension/community activities.
- xx. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
- xxi. Handle the subjects assigned by the Principal.
- xxii. Complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- xxiii. Ensure Proctor system is effectively implemented through continuous monitoring the respective group of students who are attached to them.
- xxiv. Ensure Internal Assessment Answer books are valued and marks are kept confidential. Marks for the assignments, internal assessment, Seminars (if attended) are to be entered and maintained in the stipulated format.
- xxv. Be good counsellor and facilitator. Help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- xxvi. Maintain decorum both inside and outside the classroom and set a good example to the students.
- xxvii. Carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- xxviii. Obtain Prior written permission for reporting late in the morning or leaving early in the evening without detriment to their duties.
- xxix. Sign the attendance register while reporting for duty.
- xxx. Obtain Prior written permission from the Principal / at least a day in advance while availing CL or OD with class adjustments.

- xxxi. Must report for duty on the reopening day and the last working day of each semester unless on OOD.

7. Responsibility towards Students:

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare, inculcate in student's respect for physical labour and ideals of democracy, patriotism and peace.
- v. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vi. Make themselves available to the students even beyond their class hours and help and guide students without reward, aid students to develop an understanding of our national heritage and national goals.
- vii. Refrain from inciting students against other students, colleagues, administration or institutions.

8. Duties towards Colleagues:

A teacher should

- a) Treat colleagues in the same manner as they themselves wish to be treated.
- b) Speak respectfully of other teachers and render assistance for professional betterment.
- c) Refrain from lodging unsubstantiated allegations, gossip against colleagues to higher authorities and other staff.
- d) Refrain from allowing considerations on caste, creed, religion, race or sex in their professional endeavour.
- e) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking and help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

9. Social Responsibility:

Education should help students to live as responsible citizens. Men who had great concern and compassion for their fellowmen were behind the establishment of B.M.S. College of Law. They thought of education as a means to empower people and communities. They were conscious of their sacred duty to improve and uplift people around them. The teachers of B.M.S. College of Law are expected to walk in the footsteps of their pioneers. While being faithful to the constitutional tenets of secularism and socialism, the college expects all teachers to denounce communalism and fulfil their social obligations by making the commitment of the Management their own by helping the students to look beyond their subjects into issues and concerns of society.

10. General Rules:

A teacher

- a) Should not involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- b) Should not involve himself or herself in any form of political activity inside or outside the campus.
- c) Should attend the College neatly dressed in formal attire. Dress regulations should be followed as the occasion demands.
- d) Should not participate in any strikes or demonstrations either inside or outside the campus.
- e) Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- f) Shall not send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- g) Should not use cell phones while taking classes.
- h) Must always wear their identity cards while inside the college premises.
- i) Should attend college meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- j) Should Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
- k) Unless it is urgent, any representation in person to the Principal can be made only after College hours.
- l) For making any representation to the Principal, Faculty members should desist meeting the Principal as a group.
- m) No representation to any Government authority or University in the name of the College should be made, by any Faculty member, without the Principal or managements permission.
- n) All meetings of Teachers shall be held only after 3:00 PM and not during class hours. No staff meeting should be held at the cost of class hours.

IV. Code of Conduct for Support Staff

The College has put forward its code of ethics for the support staff along the following lines.

1. Professional Conduct:

All the support staff of this College are governed for the code of conduct stipulated by the of Karnataka as in the Karnataka Government Service Rules (KCSR) and BMS Educational Trust rules. The College has put forward its code of ethics for the support staff along the following lines.

- i. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- ii. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.

- iii. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- iv. They should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- v. They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.
- vi. They should not engage in remarks or behaviour that might be considered disrespectful to Principal, their non-teaching colleagues, teaching staff or students.
- vii. Adhere with the dress code and must always wear their identity card during working hours.

2. Workplace Conduct:

They should

- i. Be Punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- ii. Be responsible for the proper use and maintenance of college equipments and furniture.
- iii. Not be under the influence of drugs or alcohol during office hours.
- iv. Respect and keep up confidentiality in official matters.
- v. Perform the duties with honesty and integrity.
- vi. Not falsify official documents entrusted to them.
- vii. Show no discrimination on the basis of gender, caste or religion.
- viii. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- ix. They should also be responsible for the proper use and maintenance of college equipments and furniture.
- x. No support staff should be under the influence of drugs or alcohol during office hours.
- xi. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- xii. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- xiii. They should show no discrimination on basis of gender, caste or religion.

3. Professional Relationship:

- a) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a

regular basis the students come in contact with support staff. It is expected that they behave in a helpful, friendly and patient manner towards the students.

- b) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- c) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- d) The Support Staff are the first to come into contact with the guardians of students. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

V. 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 would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

- a. The student shall be regular to the classes and will complete studies in the Institute.
- b. In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority.
- c. In case of relieving the student, 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.
- d. The College believes in promoting a safe and efficient climate by enforcing behavioural standards.
- e. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.
- f. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.
- g. It is the duty of a student to show his/her Identity Card if demanded by the Principal or any other lecturer/authority of the college. It should not be passed on to other students. In case of loss/damage/theft, a New Identity Card will be re- issued to a student on a payment of Rs.100/- on submission of FIR and with the special permission of the Principal.
- h. Students must read the notice board daily before leaving the college to get information about instructions/ orders issued by the Principal from time to time.

- i. Student must remain in discipline and it is their moral duty to show respect towards their teachers and elders.
- j. Students are advised not to roam around in the verandahs or outside the classrooms under any circumstances so as to avoid disturbance in teaching.
- k. If any student is found violating any of the code of conduct the Principal will have the right to suspend/ terminate the student from the college.
- l. Mis Use of Mobile Phones in the college campus is strictly prohibited.
- m. Smoking and use of drugs in the college campus is a punishable offence.
- n. No student should take part in any strike or provoke any other student to go on strike or any illegal activity whatsoever. Violation of this rule may attract stringent punishment
- o. Students are not allowed to bring/invite outsiders in the college premises.
- p. It is mandatory for all the students to attend the college functions and Programmes.

The various forms of Misconduct, the Students should refrain from, include:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
5. Participating in activities including:
 - i. Organizing meetings and processions without permission from the Institution.
 - ii. Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India.
 - iii. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - iv. Unauthorized possession or use of harmful chemicals and banned drugs.
 - v. Smoking within the College campus.
 - vi. Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - vii. Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
 - viii. Rash driving on the campus that may cause any inconvenience to others.
 - ix. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.

- x. Pilfering or unauthorized access to the resources of others.
 - xi. Misdemeanour and/or exhibiting disruptive attitude during any activity of the Institute.
 - xii. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
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- 6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
 - 7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
 - 8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
 - 9. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
 - 10. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
 - 11. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.
 - 12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, the disciplinary committee of the college shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.
