



## **POLICY OF THE CODE OF CONDUCT**

- KLE Society is an institution that is committed to the pursuit of potential for excellence in teaching, learning and community engagement.
- The college has designed the following code of conduct to fair procedures• relevant to all the students of undergraduate and postgraduate courses and all the department of the college.
- Code of conducts and ethics are uploaded on the website, put on the notice board and communicated at the time of orientation and also organized workshops.
- All the students, as members of the college, are required to observe all.

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

The following guidelines are issued in order to help the students to conduct themselves courteously and in accordance with the highest standards of mannerly behavior

1. Every morning we begin our work with a National Anthem And Nadageete.
2. Students should actively participate in the learning process and acquire minimum 75% attendance in all the courses offered in a semester.
3. Student should be in their respective classes on time. Student shall behave and conduct himself/herself in the College and the hostel in a dignified and courteous manner and should be respectful to the teachers.
4. Student must complete assignments, tests, Journals, and other classroom activities arranged by the faculty for evaluation, on time.
5. Student must practice academic integrity in the preparation and participation in all the components of the CCA (Co-curricular activities)
6. Students shall not disfigure/damage or destroy public or College properties. In the event of such damage or destruction the cost of such properties will be recovered from the student(s) concerned. Disciplinary action will also be taken against the delinquents.

7. Student must wear their identity cards in the campus. Silence shall be maintained in the College Campus.
8. The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike or agitation including slogan shouting, burning of effigy or indulge in anything which may harm the peaceful and serene atmosphere of the institution and shall eschew from violence within the campus and hostel.
9. Students who require time off college for legitimate reasons should request authorization for absence according to the college Attendance is compulsory. Student should take prior permission to remain absent in the college.
10. Politically based student organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations.
11. There is a students' grievance redressal cell in the College. In case the students have any grievance or complaint they may approach the head of the department first and if not satisfied, the principal. The principal will at his discretion refer the matter to the students' grievance redressal cell consisting of the Vice-principal, HOD and senior Teacher nominated by the principal.
12. The terms and conditions of admission and the code of conduct are included in the College calendar issued to the students and are binding on the student. In the application form for admission an undertaking shall be given by the Student and the Parent accordingly.
13. Students are not permitted to bring their vehicles into the campus. The staff can park their vehicles at the allotted space outside of the campus.
14. The Principal shall have power to declare holiday for the College if he is satisfied that peaceful academic functioning of the College cannot be carried on.
15. Student should give respect to the teacher in the campus.
16. Greet your teachers when you meet them inside and outside the campus
17. Students are expected to spend their free hours in the Library/Reading Room. They should not loiter along the verandas or crowd at the gate or in the main road.
18. For physical education activities attendance will be granted as present only to athletes representing the College or university in various matches, tournaments and sports events. Such students should submit their leave applications duly recommended by the Director of Physical Education not later than one week after the event.
19. At the time of admission the students will be provided with an identity card. Students are required to wear College identity cards while in the campus. Students are not permitted to enter

the campus without wearing their identity cards. For availing of any service from the College, identity cards are mandatory for students.

20. In all matters of admission, accommodation and disciplinary action against the boarders, the Principal's decision will be final.

21. College is bound to assure a safe, positive and learning environment to the students and a respectful and Cooperative working environment to the staff.

## **CODE OF CONDUCT FOR THE TEACHING STAFF**

1. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.

2. All the teachers should be present in the college campus between 10:00am to 5:00pm

3. Members of the teaching profession shall base their relationship with students on mutual trust and respect.

4. The Teacher respects the uniqueness and diversity of the learning community.

5. The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.

6. Act with honesty, integrity and fairness and avoid biased behavior ,be in their respective classes on time and take responsibility for maintaining the quality of their professional practice.

7. Create learning experiences which engage, motivate and challenge students in an Inclusive setting with a lifelong learning perspective.

8. Conduct assessment and examination related tasks with integrity and in compliance with official regulations and procedures.

9. Act appropriately towards students exercising care in their language, gesture, and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not act in a such a manner that they do not use abusive language or offensive names or making inappropriate remark.

10. They should mark the attendance, and maintain the documentation in the Attendance Register entrusted to them.

11. Members of the teaching staff may borrow books from the College library, and they can keep text books with them for the whole academic year. Other books may be kept up to 30 days. At a time they can take maximum ten books. However, all books borrowed from the library should be returned before Sem over every year.

12. All the teachers should keep the Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time
13. They have to do properly the special duties assigned by the Principal.
14. They should seek to make professional growth continuous through study and research.
15. They should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
16. They should maintain active membership of professional organizations and strive to improve education and profession through them.
17. They should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication
18. They should cooperate 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 counseling students as well as assisting in the conduct of university and College examinations, including supervision, invigilation and evaluation.
19. They should participate in extension, co-curricular and extra-curricular activities including community service.
20. Teachers should respect the right and dignity of the student in expressing his/her opinion.
21. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
22. They should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

### **CODE OF CONDUCT FOR THE PRINCIPAL**

1. The Principal of the College is responsible to abide by the Code or Professional Ethics for University and College Teachers.
2. Principal is responsible for the day-to-day administration of the College.
3. The Principal should take creative steps to materialize the vision and mission of the College from time to time.
4. The Principal should initiate development activities of the College in due consultation with the management.

5. The principal has the prime responsibility to maintain the academic atmosphere of the College. He/she should ensure the existence of an academic environment within the College and should Endeavour for its enrichment by encouraging research activities.
6. The Principal should monitor, manage and educate the administration of the institution and take remedial measures wherever it is necessary
7. It is the duty of the Principal to ensure the discipline of the staff, students and nonteaching staff.
8. The Principal has to ensure the equal treatment to all the people in the campus of the College by removing any kind of discriminatory and disparate practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
9. Equal opportunities for all students should be ensured by the Principal.
10. The Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
11. The institution of new scholarships, and channelizing funds for academic and extracurricular activities should be done only with the due permission of the Principal.
12. Every department should get permission from the Principal for the extension programmes they plan to conduct.
13. Incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes should be immediately informed to the Principal, and the Principal should give an official complaint to the consigned government authority without any delay.
14. The Women Cell and the Complaint Redressal Cell in the College should inform the Principal any case that is reported to it along with the actions the Cell has taken on behalf of it.
15. The Principal should take measures to ensure the collective responsibility of all staffs and students in the College and thereby build mutual confidence amongst them.

### **CODE OF CONDUCT FOR THE LOCAL GOVERNING BODY**

1. The Managing Board of the College consists of the Patron, Chairman, Secretary the members nominated by the secretary. The body should work with mutual understanding and respect for the good of the College. It should work to uphold the vision and mission and goal of the College.
2. The Local governing body should ensure the academic profile of the College, and try to open new avenues for further research pursuits an infrastructure in the College.
3. The Managing Board is responsible to enforce discipline in the College administration and campus from time to time.

4. It should maintain transparency and fairness in all kind of administrative activities.
5. It should ensure the taking of feedbacks from students, staff, parents, and non-teaching staff from time to time, and take necessary steps to improve the service of the College at all levels.
6. It should maintain vibrant relationship of the College with the local community and ensure their participation in the welfare of the College.
7. It should ensure non-discriminatory practices in the College providing equal opportunity to all irrespective of caste, creed, religion, race and sex.
9. The Local governing body should take active steps to implement regulations and requirements demanded by State and National Governments, and Councils for Higher Education.
10. The Local governing body should meet at least once in a year but it is advised to meet as frequent as possible.