



Janatha Education Society®

**VIVEKANANDA INSTITUTE OF TECHNOLOGY**

(AFFILIATED TO VTU BELAGAVI, APPROVED BY AICTE NEW DELHI AND RECOGNISED BY GOVT. OF KARNATAKA)  
GUDIMAVU, KUMBALAGODU POST, KENGERI HOBLI, BANGALURU - 74



**Constitution of Code of Conduct Committee for the Academic Year 2018-2019**

Sl.no.	Name of the Member	Position	Full Address
1	Dr. M S Bhagyashekar	Principal	Principal Vivekananda Institute of Technology Bangalore-560070
2	Dr. D V Chandrashekar	Vice Principal	Vice Principal Vivekananda Institute of Technology Bangalore-560070
3	Dr. Bhagyalakshmi N	Member	Professor &HOD Electronics and Communication Engineering Vivekananda Institute of Technology Bangalore-560070
5	Dr. Vidya A	Member	Professor & HOD Computer Science and Engineering Vivekananda Institute of Technology Bangalore-560070
6	Manjunatha R	Member	Assistant Professor Mechanical Engineering Vivekananda Institute of Technology Bangalore-560070
7	Dr. P Vanajakshi	Member	Associate Professor Computer Science & Engineering Vivekananda Institute of Technology Bangalore-560070

Principal

VIVEKANANDA INSTITUTE OF TECHNOLOGY  
Bangalore - 560 074

Principal



Ref: No. VKIT/Adm/ 2018-2019

Date: 06/03/2019

**CIRCULAR**

All the Constitution of Code of Conduct Committee members are hereby invited to attend the meeting on 07/03/2019 at 12:30 pm at the principal office for the discussion of Professional ethics program for faculties & students.

  
Principal

  
Principal  
VIVEKANANDA INSTITUTE OF TECHNOLOGY  
Bangalore - 560 074



Date:07/03/2019

### Minutes of the Meeting

#### Members present

Name with Designation	Position	Signature
Dr. D V Chandrashekar, Principal	Principal	
Dr. Bhagyalakshmi N, Professor (HOD)	Member	
Dr. Vidya A, Professor, (HOD)	Member	
Manjunatha R, Assistant Professor	Member	
P Vanajakshi, Associate Professor	Member	

#### Agenda

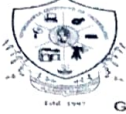
1. To discuss the code of conduct for students
2. To conduct Professional Ethics program for faculties

#### MOM

1. Dr. D V Chandrashekar, welcomes all the members of the meeting and explained the agenda of the meeting.
2. He briefed about the previous activity happened for student's code of conduct and the importance of professional ethics program for the faculties.
3. The Principal briefed about the framework and subject information for code of conduct.
4. Also discusses about the professional ethics program for the faculties.
5. The meeting ended with vote of thanks to ~~and from the chair~~ and it was announced to remain present in the next meeting.

Principal

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# Code of Conduct Hand Book for Students

Principal  
VIVEKANANDA INSTITUTE OF TECHNOLOGY  
Bangalore - 560 074

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## Preamble

This Handbook depicts the standard procedure and practices for all students and staff members of Vivekananda Institute of Technology, Bangalore.

## General Instructions

### 1. Guidelines to Students

The rules and regulations of the college may undergo changes at any time depending on the need and the emerging situation. Students and parents are expected to update themselves with the latest rules and regulations. Every student is expected to follow the rules and regulations of the college and maintain strict discipline. Right from the inception, VKIT maintains a high standard of discipline. Students should learn to admire the intention of the college as the rules and regulations are for the benefit of students and their Parents / Guardians.

1. Be courteous and greet staff members when meeting them in the campus.
2. Meet the Principal/ HOD/ Staff only during the break.
3. Plan any religious activity during weekends or holidays.
4. Attend all functions, meeting, and take part in extra-curricular activities conducted by the College.
5. Conduct yourself, wherever you are, in such a way to earn a good name for the college.
6. Avoid smoking/chewing bubble gum/consuming alcohol/tobacco products inside the campus.
7. Do not indulge in any kind of celebrations without prior permission from the management and the authorities would view breach of this seriously.
8. Periodical reports of the students would be sent regularly to the parents / guardian and they are expected to meet the HOD/Principal for any discussion regarding the same.
9. Driving two wheelers to the institute is strictly prohibited for safety reasons.
10. It is prohibited to walk on lawns, pluck flowers or damage any plant. Scribbling on walls of classes, washrooms, labs, workshops, and furniture, canteen and hostel premises.
11. All have to strictly follow certain rules such as:
  - a. Not to throw any wrapper or teacups anywhere.
  - b. Not to create noise in the corridors.
  - c. Not to call anyone by nicknames offending the person.
  - d. Not to call anyone from one corridor to another at a high pitch voice.
  - e. Not to use harsh words to any staff in both the institute and hostel.



- f. Not to quarrel with anyone even outside the campus, when they travel in the college bus.
- g. Not to differentiate the fellow students by status, caste or any other form.
- h. Not to deviate any instruction given by the faculty on academic matters.
- i. Not to remain in the hostel when the sessions are on.
- j. Not to leave the hostel without prior permission from the warden.

### 1.1 Ragging- ACT

Ragging in any form, at any place or time is a cognizable offence that will attract severe punishment including being summarily expelled from the college / university.

#### Extracts from Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995)

(1) No person who is a student in an educational institution including an institution under the direct management of the university or of the Central Government shall commit ragging.

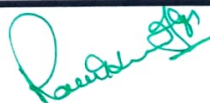
(2) Any person who contravenes sub-section (1) shall, on conviction, be punished with imprisonment for a term, which may extend to one year or with fine, which may extend to two thousand rupees or with both.

“Ragging” means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which distracts from human dignity or violated his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force

It shall be a cognizable and non-bailable offence, and the offenders shall be liable for arrest without warrant. Such offenders shall be arrested on non-bailable warrants. Such of the students who are involved in ragging are liable to be rusticated from the college.

Ragging constitutes one or more of any of the following acts:

1. 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 a fresher or any other student;
2. 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 any fresher or any other student;
3. 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 fresher or any other student;



4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or 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 fresher or any other student.

**Punishment for Culprits:** VKIT, shall consider one or more of the following punishments for students involved in ragging

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.





**Anti-Ragging Squad:** Senior faculty members, students and nearby sub-inspector are nominated to the Anti Ragging Squad. All students are encouraged to approach them without any hesitation in case of ragging.

## 1.2 Class Room Culture

Students are strictly expected

1. To be polite, dignified, neat and obedient.
2. To be seated in the lecture hall, five minutes before the commencement of the class.
3. To stand up as a mark of respect when a faculty enters or leaves the classroom.
4. To maintain discipline and silence inside the lecture hall/drawing hall / labs / workshops / college bus.
5. Not to loiter outside the classroom in between the lecture hours.
6. To bring their own calculators, drawing instruments, charts, data book etc., whenever needed.
7. To take care of their belongings and not to bring any valuable items to the college.
8. Not to use MOBILE/WALKMAN/CAMERA inside the college campus/college bus.
9. To avoid chewing bubble gum, chocolate and any edible items during working hours.
10. To wear their own lab coats and bring observation notebooks & record note books to the labs/classes regularly.
11. To submit the record of experiments done in a practical class in the next lab class itself.
12. To be very attentive while doing their lab experiments.
13. To complete the experiments within the time limit given.

## 1.3 Dress Code

Students are advised

1. To wear their identity cards as soon as they enter the campus and continue to do so until they leave the campus and during travel by the college bus (those who avail the college transport facility).
2. To wear the identity card continuously displayed and not hidden, inside the shirt pockets.
3. Not to wear identity card belonging to others and not to indulge in any malpractice that will invite severe action.
4. To get a new ID card within a week of losing the original ID card, from the college office. In the meantime, wear the temporary ID card.
5. To wear clean appropriate clothes.
6. To wear formal pants with formal shirts tucked in properly in the case of boys.
7. Not to wear T-Shirts/ Jeans and other casuals.
8. Not to wear fancy /wide belts but simple formal belts with small buckles.
9. Not to sport a beard/French beards and long hair but come neatly shaved with neat hair cut in the case of boys.
10. Not to wear short tops/leggings/tight pants, thin flimsy dresses in the case of girls.
11. Not to wear flashy dresses/ fancy jewelry or leave the hair loose.

12. To adhere to the dress code throughout the day until they leave the college.
13. To wear lab coats for all lab sessions.
14. Not to deviate from the dress code during any programs conducted by the college/department.

## 1.4 Mentoring

Mentoring system followed at VKIT enables close monitoring of the progress of the students.

Every 15 Students will be allotted to a particular faculty member during a semester.

He/ She will counsel the wards every week. Detailed background information about the students will be available with the mentors and regular updates about the individual students ensure close monitoring of the progress made during a particular semester. Students' innate talents are identified and their participation in co-curricular and extracurricular activities are encouraged and monitored. Students' progress in academics is periodically reported to the parents. The collaboration of the parents and the faculty members will lead to the effective implementation of the mentoring system. Close monitoring will strengthen the students in many aspects to gain edge-competitiveness, competency, maturity, goal settings, clarity of thoughts and positive attitude.

## 2. Examination Rules

1. The student must have minimum 85% attendance in theory and practical of the respective subject.
2. Student must appear for all internals as well as university examinations.
3. In case the student is unable to appear for examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the principal for consideration of matter with satisfactory documents to support his/her case.
4. Student must read the scheduled timetable of examination carefully and check regularly the changes made in timetable if any.
5. Student must be present in the examination hall ten minutes before the start of examination.
6. The student should obey the instructions given by the supervisor in the examination hall.
7. Student should not speak or communicate in any way with any other candidate in the examination hall during the examination.
8. Exchange of writing materials, mathematical instruments etc, is strictly prohibited
9. Student must not enter an examination hall more than half-an-hour after the start of an examination.
10. In addition, student must not leave an examination hall less than half-an-hour before the end of an exam.



11. Student must not carry notes, blank papers, books, calculator, mobile phone or any other electronic data storage device with them during the exam. All rough work must be done in the exam booklets provided during the exam.
12. A warning bell will be given ten minutes before the close of the examination; at the second bell student must stop writing and be ready to hand over the answer-books to the supervisor. Student must not leave the seat until the supervisor collects all answer-books.

### 3. Library Rules

VKIT takes pride in offering a library with a collection of recent and relevant books in every subject by authors of national and international repute. A full range of service is provided in the Library, including reference, document delivery, request scan and photocopy of materials, access to e-journals and browsing internet. To enhance the quality of learning and to reinforce research drive amongst the students, VKIT subscribes to National, International Journals and outstanding on line Journals. All copies are made available to both the teacher and the taught. Moreover, multifarious and multi-disciplinary titles are available for students to equip themselves with latest trends in technology and overall development in their personality. Competent teachers in still in the young minds the habit of reading all the dailies and magazines, which transform the students into scholars.

Working Hours: 8.30 A.M to 4.30 P.M

#### 3.1 Lending and Borrowing Books

SL. No	Categories	Number of Books	Loan Period
1	BE Students	3	15 days
2	Teaching Staff	8-10	185 days
3	Technical Staff	3	185 days



## Lending and Borrowing Books

### VIVEKANANDA INSTITUTE OF TECHNOLOGY Library and Information Centre Books Issue Register

Date	Lib.ID.No	Book No (Acc. No)	Time	Signature
20/11/23	1VK22IS035	13599	1:40	Meera.L
21/11/23	1VK22IS062	13591	1:20	Yogesh.R
21/11/23	2023EC15	25528	2:15	Devi
21/11/23	2023EC10	25571	2:15	C.Phat
21/11/23	1VKLOA1019	P447	3:12	+
21/11/23	1VK20A1017	P4360	3:12	+
21/11/23	VK-IT 204	25830	3:30	+
22/11/23	2023EC31	25061	11:20	+
22/11/23	2023CS38	15103	12:55	FK
22/11/23	1VK203TS24	25258	3:00	Kushanad.C
22/11/23	VK2023IS27	25587	3:00	Kanagavella.S
22/11/23	VK2023IS34	25575	3:0	Mithalak.R
23/11/23	2023ES20	11068	1:00	Kannika
23/11/23	2023IS33	11069	1:00	Mayath
23/11/23	2023TS14	9404	1:00	Rupa.
23/11/23	2023TS01	05504	1:53	+
23/11/23	2023TS012	90336	3:04	Deekshita
23/11/23	1VK22IS062	23685	10:45	Yogesh.R
24/11/23	1VK22A7034	23755	11:00	+
24/11/23	2023EC29	17959	2:24	+
24/11/23	2023TS18	25223	3:00	Hemanth
24/11/23	2023IS09	25048	3:00	+
25/11/23	2023ECH6	25574	10:30	Krunika
25/11/23	2023ECH5	25579	10:30	Roshma
25/11/23	2023IS48	22186	12:50	+
25/11/23	2023IS48	25512	12:50	+
25/11/23	2023IS25	17611	12:50	Prasti

Room

Ramesh

# VIVEKANANDA INSTITUTE OF TECHNOLOGY

Library and Information Centre

## Books Issue Register

Date	Lib.ID.No	Book No (Acc. No)	Time	Signature
25/11/23	20231525	25240	12:50	Keerti
25/11/23	20231545	17072	1:00	<del>Keerti</del>
25/11/23	20231345	25580	1:00	<del>Keerti</del>
25/11/23	20231559	17073	1:05	Veekha
25/11/23	20231559	25577	1:05	Veekha
27/11/23	<del>2023</del> IVK22LAP	20939	2:52	<del>Keerti</del>
27/11/23	IVK22A106	22700	2:52	<del>Keerti</del>
28/11/23	IVK22A1028	21633	10:50	<del>Keerti</del>
28/11/23	IVK22A1028	20947	10:50	<del>Keerti</del>
28/11/23	IVK22CS050	23682	10:50	<del>Keerti</del>
28/11/23	2023A119	14475	2:11	<del>Keerti</del>
28/11/23	2023A119	24034	2:11	<del>Keerti</del>
28/11/23	IVK22A1028	16800	2:45	<del>Keerti</del>
28/11/23	2023EC24	08864	4:00	Rishab
1/12/23	2023CQ39	23599	9:42	<del>Keerti</del>
1/12/23	2023FC19	18854	10:48	Radhushree
1/12/23	2023FC19	4021	10:48	Anushree
1/12/23	IVK21CS085	23707	10:48	<del>Keerti</del>
1/12/23	IVK21CS405	23706	10:48	Manish
1/12/23	IVK21CS091	24030	10:50	<del>Keerti</del>
1/12/23	IVK21CS091	23518	10:50	<del>Keerti</del>
1/12/23	IVK21CS054	23561	11:00	<del>Keerti</del>
1/12/23	IVK21CS059	18770	11:30	DA I
1/12/23	IVK21IS05C	23524	11:30	Chad
1/12/23	IVK21IS056	18509	11:30	Chad
1/12/23	IVK21IS05G	23572	11:30	Chad

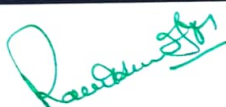
*Radhushree*

### 3.2 Guidelines to the users:

1. All the users must register their names while entering into the library through their ID cards.
2. ID cards are not transferable. Members are responsible for the books borrowed on their ID cards.
3. ID card has to be produced at the time of borrowing books.
4. The books borrowed have to be returned on or before the due date.
5. Loss of ID card should be reported immediately to the Librarian in writing and he/she has to pay fine of Rs 25/-.
6. List of new arrivals will be displayed in the library website
7. All library users must sign in/out register available with the attendant at the library entrance.
8. As the library is meant for silent reading and reference, the users are expected to maintain the same.
9. Personal belongings, textbooks and any printed materials are not allowed to be taken inside the library. However plain white sheets are allowed to take relevant notes.
10. Strict discipline must be maintained in the Library.
11. Students are instructed to handle books and reading materials very carefully. Marking in library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously.
12. Damage to the properties inside the library will fetch a penalty twice the cost of the materials.
13. Users should switch off the lights and fans when not required or while leaving the reading hall.
14. Users are expected to keep the library and the campus neat.

### 3.3 Issue and Return of books

1. A student is entitled to keep a book for 15 days from the date of issue. For staff members the period of issue is three months.
2. Only one renewal can be done at a time and books need to be physically presented for renewals.
3. Reference books, Periodicals and copies of University examination question papers will not be lent.
4. When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
5. The Librarian may recall any book at any time even if the normal period of loan has not expired.
6. Absence from the college will not be permitted as an excuse for delay in returning the books



### 3.4 Overdue Charges

1. For default of return of books on the due date, a fine of Rs.2/- per day/per book will be levied.  
In case of overnight issue, the fine will be Rs 5/- per day per book.

### 3.5 Loss of Books

1. Loss of books should be reported to the librarian immediately in writing and the member should either replace it with another good copy of same edition or pay twice the cost of the book in addition to overdue charges.

### 3.6 No Due Clearance

1. Final year students must return the library books before the issue of Hall Tickets and get the 'No dues certificate' from the library. Rest of the students shall surrender all their books after the theory examinations.
2. A student must obtain 'No Dues certificate', before he/she leaves the college.

## 4. Hostel Rules

1. Once a student is accommodated in the hostel, he / she will have to pay the prescribed hostel fees for both the terms even if he /she wants to leave the hostel on any account during the year.
2. No student will ordinarily be allowed to have a guest in the room to stay for the night. All guests must leave the hostel before 8.30 p.m.
3. No student can under any circumstances remain absent from the hostel without permission of the warden. Absence from the hostel at night without the prior permission of the warden is the serious breach of discipline.
4. Students should keep their money or valuables in the lockers provided in the rooms.
5. Every case of illness must be immediately reported to the warden.
6. No function or celebration can be organized without prior permission of the warden and the principal.



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#### 4.1 Mess Timings:

SL. NO	CATEGORIES	BOYS HOSTEL		GIRLS HOSTEL	
		TIMINGS		TIMINGS	
		MON- SAT	SUN	MON-SAT	SUN
1	BREAKFAST	7:00 A.M – 7.30 A.M (1 <sup>ST</sup> YEAR)	8:00A.M– 9.00 AM	7:00 A.M – 7.30 A.M (1 <sup>ST</sup> YEAR)	8:00A.M– 9.00 AM
		7:30 A.M – 8.15A.M (HIGHER SEM)		7:30 A.M – 8.15 A.M (HIGHER SEM)	
2	LUNCH	12.50 P.M – 1.20 P.M (HIGHER SEM)		12.50 P.M – 1.20 P.M (HIGHER SEM)	
		1:20 P M – 1:50 PM (1 <sup>ST</sup> YEAR)		1:20 P M – 1:50 PM (1 <sup>ST</sup> YEAR)	
3	SNACKS	5.00 P.M – 5.30 P.M		5.00 P.M – 5.30 P.M	
4	DINNER	7.30 P.M – 8.00 P.M (1 <sup>ST</sup> YEAR)		7.30 P.M – 8.00 P.M (1 <sup>ST</sup> YEAR)	
		8.00 P.M – 9.00 P.M (HIGHER SEM)		8.00P.M – 9.00 P.M (HIGHER SEM)	

#### 5. Computer Centre and Language Laboratory

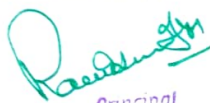
The computer center at VKIT is well equipped with adequate number of latest systems. All the Systems available in the campus are connected to internet through a dedicated broadband connection to ensure high-speed internet connectivity.

The state of art language laboratory is functioning with the guidance of language specialists to imbibe in the students the habit of self-learning. All the systems are of latest configuration with Headphones and microphones for listening and practice

Students are advised to practice conversational English in the campus This effort would enable them to enter the corporate world at ease.

#### 6. Soft Skills and Communication Skills

VKIT would like to see that there is 100% placement with every batch and every year. In addition to the sound technical knowledge, the students need to have commendable communication skills. Communication is the process of transforming information from one entity to another; but communication skills are a set of important



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attributes that highlight one's personality. The Each Department has taken the responsibility to play the pivotal role in honing the communication skills of students.

## 7. Placement Cell

The purpose of the Placement cell is to setup a roadmap in defining overall objective and processes of the Placement Department, and also to structure and streamline the roles and responsibilities of all the teams involved, in the major task of getting jobs for students.

The placement cell will ensure the following:

1. To motivate and mould the students to attend the recruitment process on their own without any reluctance and inhibition
2. To provide placement to all the bonafide and eligible students before they leave the campus
3. To facilitate the students with a decent job opportunity in reputed companies
4. To nurture and groom the student through strong skillsets, so that this will have an everlasting impact in their personality.

## 8. Parking Rules

1. All vehicles should be parked in the parking area provided by the institute.
2. A vehicle should be properly locked and parked.
3. A vehicle without a lock will not be allowed in the parking.
4. The institute will not be held responsible for vehicle held outside parking area of the institute

## 9. Guidelines for Teachers

1. Communicate clearly with the students in writing the instructions for each assignment.
2. Be updated in the knowledge of subject and the current affairs.
3. Prepare thoroughly for the lecture to be delivered in advance.
4. Conduct lectures and practical's as per the time table.
5. Use modern tools of teaching to make the lectures more interesting.
6. Attendance of the students should be recorded regularly.
7. Complete the syllabus in given time.
8. Conduct all the examinations as per the scheduled timetable.
9. Evaluate all the examinations in the given time.
10. To conduct examinations that minimize the opportunity for scholastic dishonesty.



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11. Be polite to the students- listen their problems and should make efforts to solve them.
12. Be in contact with the parents / guardians of the students.
13. Take the prior approval of leave from respective authority and make the alternative arrangements for the lecture and practical.
14. Follow the rules, regulations and instructions of the institute from time to time.
15. To consistently be on guard for plagiarism.

## 10. Guidelines for Governing Body

1. To ensure that the institute is well run, meets the needs for which it has been set up
2. To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate
3. To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
4. Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
5. Establish departments, colleges, schools, institutes of higher learning, research and specialized studies, hostels.
6. Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
7. Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
8. Consider the perspective plan for the academic development of the institute.
9. Take overall responsibility for student welfare.

## 11. Guidelines for Principal

1. Principal being a Head of Institute is answerable to the Director for all academic, financial and administrative activities of the institute.
2. Review current academic programmes, collaborative programmes and Human resources management of the institute.
3. Admission authority for the institute to implement admission process as prescribed by state government.
4. Development and implementation of strategic plan for short-term and long-term development of the institute and sustainable quality improvement.
5. Plan and facilitate guidance, counselling and other student's services at institute level.
6. Maintaining support services, academic facilities etc.

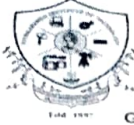


7. Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
8. Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
9. Promote interactions with all stakeholders; facilitate student's placements and student's development programs.
10. To act as a chief officer in-charge for examinations.
11. To facilitate industry interactions.
12. To plan and implement the activities to take care of hygiene, safety and housekeeping in the institute.
13. Take teaching load prescribed as per the norms issued time to time by state government.
14. Communicate regularly with all members of the institute.
15. Evaluate the performance of faculty and supporting staff.
16. Upliftment of Institution's image in the society.
17. To lead the accreditation activities of institute for various quality standards

## 12. Guidelines for Support Staff

1. Start the work on time.
2. Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
3. Maintain a supportive environment for while performing their assigned duties.
4. Respect confidentiality in all matters.
5. Understand the job scope, practices, and procedures relating to their position.
6. Ensure accuracy and thoroughness in the performance of their assigned duties.
7. Meet targets regarding work to be performed to the best of their ability.
8. Manage time effectively.
9. Be well organized.
10. Demonstrate ability to solve problem within the scope of their position.
11. Demonstrate ability to work independently when appropriate.
12. Show initiative.
13. Notify them in-charge if they are unable to come to work. Submit leave application to the in-charge if want to avail vacation.





Janatha Education Society<sup>®</sup>

**VIVEKANANDA INSTITUTE OF TECHNOLOGY**

(AFFILIATED TO VTU BELAGAVI, APPROVED BY AICTE NEW DELHI AND RECOGNISED BY GOVT. OF KARNATAKA)  
GUDIMAVU, KUMBALAGODU POST, KENGERI HOBLI, BENGALURU - 74



# Code of Conduct Hand Book for Teachers

Principal  
VIVEKANANDA INSTITUTE OF TECHNOLOGY  
Bangalore - 560 074

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# Code of Professional Ethics

## 1.1 Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A Teacher is constantly under the scrutiny of his students and the society. Therefore, every teacher should see that there is no incompatibility between his percepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, communicative by temperament, and amiable in disposition.

Teachers should:

- 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;
- 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;
- Perform their 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; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

## 1.2 Teachers and the Students

Teachers should:



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- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

### 1.3 Teachers and Colleagues

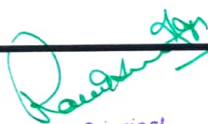
Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### 1.4 Teachers and Authorities

Teachers should:

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- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- 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.

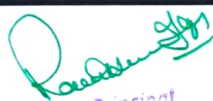
### 1.5 Teachers and Non-Teaching Staff

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### 1.6 Teachers and Guardians

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.





## 1.7 Teachers and Society

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provide;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social 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 offices;
- Refrain from taking part in a 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.



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