



Kammavari Sangham (R) 1952, K.S. Group of Institutions

K. S. INSTITUTE OF TECHNOLOGY

#14, Raghuvanahalli, Kanakapura Main Road, Bengaluru-5600109

(Affiliated to VTU, Belagavi & Approved by AICTE, New Delhi, Accredited by NAAC & IEI)

CODE OF CONDUCT

Introduction

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders for the society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on societal needs.

It is universally felt that the status of teaching profession requires to be raised to ensure its dignity and integrity. Accordingly, it is considered necessary that there should be a Code of Ethics.

There are five major areas of professional activities which encompass the work of a

teacher. For each of these areas certain principles have been identified to serve as guidelines for teacher's conduct.

CODE OF CONDUCT FOR PRINCIPAL

- Principal being a Head of Institution is responsible as the Director for all academic, administrative and financial activities of the institution.
- Review current academic programs, collaborative programs and Human Resources Management of the institute.
- Admission authority for the institute to implement admission process as prescribed by VTU/AICTE/UGC/DTE.
- Development and implementation of strategic plan for short term, medium term and long term development of the institute and sustainable quality improvement.
- Plan and facilitate guidance, counseling and other student's services at institute level.
- Maintaining support services, academic facilities etc.
- Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
- Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
- Promote interactions with all stake-holders; facilitate student's placements and students development programs.
- To facilitate industry interactions.
- To plan and implement the activities to take care of hygiene, safety and housekeeping in the institute.

- Take teaching load prescribed as per the norms issued time to time by the VTU
- Evaluate the performance of faculty and supporting staff.
- To lead the accreditation activities of institute for various quality standards.

THE CODE OF PROFESSIONAL ETHICS

I. Teachers and Their Responsibilities:

A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts 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 and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor 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, conference 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 and seminar 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 counseling students as

well as assisting in 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.

II. Teachers and the Students:

Teachers should:

- 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 by updating themselves in terms of technology, develop their personalities and at the same time contribute to community welfare;
- Inculcate amongst students scientific outlook and respect for physical labor 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 expectation;
- Aid students to develop an understanding about our national heritage and national goals, and
- Refrain from inciting students against other students, colleagues or administration

Dress Code

It is a fundamental principle that teachers' appearance and dress make a lasting impact on the minds of their students and hence must be in accordance with the standards appropriate to their duties, at all times both within the workplace and while representing the College.

OBSERVANCE OF THE CODE

All teaching staff should take upon themselves the moral responsibility to safeguard all clauses of this code by ensuring their observance by the teachers. They should accept the responsibility to evolve a suitable mechanism for its enforcement.

CODE OF CONDUCT FOR STUDENTS

1. The students while on the campus continues to be subjected to the laws of the land and also the Institution and any violation of those laws may also constitute violations of the Code of Conduct.
2. Disciplinary rules and regulations are separately detailed but primarily includes, amongst other things, academic discipline, appropriate dressing, and wearing the KSIT ID while on campus, punctuality, in class behavior and etiquette, timely submission of assignments and projects, appearing for internal as well as external examinations, participation and involvement in all curricular, co-curricular and extra-curricular activities of the Institute.
3. Maintaining Cleanliness in classrooms, Computer Labs, Library and Institute premises

4. In case of events of academic activities like seminar, paper presentation etc... outside the Institution, attendance will be granted, upon prior approval of the coordinator
5. Students should not communicate any information or write about any matter concerning the Institution to the press or any outside bodies without obtaining prior permission of the Director of the Institution.
6. Placements rules have to be strictly followed.
7. Wearing of earrings by boys is prohibited
8. The students are expected to be in the class 5 minutes before the scheduled time of the session.
9. Use of cell phones in the class rooms for speaking, texting, etc... is strictly prohibited in the class.
10. Use of laptops in the classrooms for anything other than the session in Progress is not permitted.
11. Academic decorum and dignity such as discipline, silence, courtesy etc. must be observed in the class.
12. Students are not permitted to enter or leave the class during the session without the consent of the faculty.
13. When the session is in progress eatables/ beverages are strictly prohibited in the class.
14. Students are expected to maintain cleanliness in the classroom and the Institutional premises.
15. Remember that you are an ambassador for your Institution and you are expected to project a positive image of your Institution.

CODE OF CONDUCT FOR SUPPORT STAFF

The support staff shall:

- Commence work on time.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment while performing their assigned duties.
- Respect privacy and confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of their assigned duties.
- Meet targets regarding work to be performed to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work.
- Submit leave application beforehand to or orally request for leave from the reporting superior if want to avail any kind of leave.

Signature of Principal