



JANATHA EDUCATION SOCIETY (R)

VIVEKANANDA COLLEGE OF LAW

Recognised by Bar Council of India & Affiliated to Karnataka State Law University, Hubballi

12/1, 3rd Cross, Maruthi Extension, Gayathrinagar, Bengaluru - 560 021

Phone : 080-23323303 E mail : vivekanandacollegeoflaw@gmail.com Website : www.vcljes.edu.in

7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff to maintain discipline in the college.

The code of conduct is displayed on the website. It is also prominently displayed in the campus. the institution has Grievances Redressal Committee.



Let the Light of
Knowledge Glow

DOCUMENTS ON CODE OF CONDUCT



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Preamble:

The student code of conduct is created to foster and protect the core values of Vivekananda College of Law to ensure the erudite development and responsibilities of its students in a safe and secure learning environment and to protect the people, properties and process that support the college and its mission.

However the establishment and maintenance of the institution where there is freedom to teach and learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of undesirable disruption. The code of conduct is necessary to mark the boundaries of this needed order.

Applicability:

The code of conduct is applicable to all the students, which includes all persons taking admission to 3 years LL.B Programme or 5 Year B.A. LL.B Programme or B. Com LL.B. Students who withdraw after allegedly violating the code, who are not officially enrolled for a particular semester or term, but having continuing relationship with the college, or who have been notified of their acceptance for admission are considered as students. The code applies to all programmes of Vivekananda College of Law.

Jurisdiction:

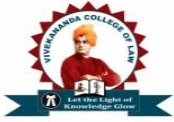
- > Academic course requirements or any credit bearing experience, such as internship, field trips and student exchange.
- > Any activity supporting pursuit of degree, such as research at another institution or a professional practice assignment,
- > Any activity sponsored, conducted or authorized by the college/ university or by the recognized student organization.
- > Any activity that causes substantial destruction of property belonging to the college or members of the college or causes serious harm to the health or safety of members of the college : or
- > Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be the subject of all laws of the land while at the campus and violations of these laws may also constitute violation of the code. In such instances, the college may proceed with the college disciplinary action under the code independently of any criminal proceedings involving the same conduct and may impose sanction for violation of the code even if such criminal proceedings are not yet resolved.

Responsibilities of Students:

Students are members of the college on rolls and is responsible to the institution of which they are and also responsible to the academic community of the college.

Admission to Vivekananda College of Law carries with it the presumption that students will conduct themselves as responsible members of the academic. As a condition of enrolment, all students assume a responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academia. They are expected to practice high standards of academic and



professional honesty and integrity and also to respect the rights, privileges and property of others members of the academic community and the society. They should refrain from any conduct that interfere with university functions or endanger the health, welfare or safety of other persons.

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

Students Commitment:

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

- He/ she shall be regular and must complete his/ her studies in the college.
- In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relived from the college - subject to written consent and approval of the Head of the Institution.
- As a result of such relieving, the student shall be required to clear pending tuition /hostel/ mess and any other fees dues. And if the student had joined the college on a scholarship or grant by any doners the said grant shall be revoked.
- Shall abide by the measures enforced by the college whenever pre-defined misconduct is committed by the students.

Student Participation in Governance:

As a students are member of the Institution have substantial interest in the governance of the college. The involvement of students in governance in academic area is essential and it is pivotal of the students. They can to put forth their views, for an informed decisions making. Student's participation is encouraged and must be strengthened through the involvement of student at all level.

Disciplinary Misconduct:

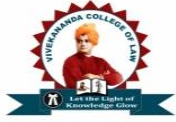
Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this code. The instances of misconduct are not to be interpreted as all- inclusive of situations in which disciplinary action will be invoked. These instance are illustrative, and the college reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The Following are considered as misconduct:

Academic Misconduct:

Academic misconduct means copying, malpractice, cheating on assignment or examinations.

- **Cheating:** cheating includes, but is not limited to :
 - Cheating during examinations, copying of assignments, term papers or manuscripts.
 - Allowing or facilitating copying, writing a report or taking examination as impersonator.



- Using unauthorized material, copying, collaborating when not authorized
- Purchasing or borrowing papers or material from various sources.
- Fabricating or falsifying data and reporting them in assignment or publication.

➤ **Plagiarism:** plagiarism of material, ideas, figures, data without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authorised by another person or published earlier by anyone else.

Disruptive Conduct:

Conduct that intentionally and substantially obstruct or disrupts teaching or freedom of movement or other lawful activities on the campus premises or in connection with any other college sponsored event or activity.

Discrimination:

Engaging in verbal or physical behavior directed at an individual or group based on religion, race, creed, gender, religious beliefs, sexual orientation that according to a person of reasonable sensibilities is likely to create an intimidating or demeaning environment that leads to the access of other students, faculty and staff to the education benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or graphic messages either in words or pictures which demonstrate bias or discrimination against any individual or group within the college.

Falsification:

Falsification means will-fully providing college campus offices or officials with false, misleading or incomplete information; forgoing or altering official college records or documents or conspiring with or inducing the other to forge or alter college recorded or documents.

Refusal to identify:

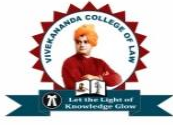
Refusal to identify or falsely identifying one's self when requested by an authorized college officials.

Illegal or Unauthorized possession or use of Weapons:

Illegal or unauthorized possessions or use of weapons means possessing or using weapons or articles or substance usable as weapons, including, but not limited to, firearms, incendiary devices, explosives and dangerous biological or chemical events.

Illegal or Unauthorized possession or Use of Drugs or Alcohol, Smoking:

Vivekananda College of Law strongly supports the goals of "Drug free Campus". It is the policy of the college that no student shall distribute, possesses or use illicit drugs or controlled substance on its premises. Possession of paraphernalia associated with the illegal use, possession or manufacture or a controlled substance is also prohibited. It is also the policy of institution that smoking is prohibited in and around the campus.



Unauthorized Access and Use:

Unauthorized access means accessing without the authorization of college property, facilities, services, or information system or obtaining or providing to another person the means of such unauthorized access but not limited to, using or providing without the authorization keys, access cards or access codes.

Theft, Property Damage and Vandalism:

Theft, property damage and vandalism include theft include theft or pilfering of, damage to, destruction of, unauthorized possession of or wrongful sale or gift of property.

Recording of Image without Knowledge:

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress or damage to reputation. This includes but is not limited to taking video or photographic images in class rooms, auditorium and restrooms. The storing sharing and or distributing of such unauthorized records by any means is also prohibited.

Causing Disrepute to other Students:

Engaging in or inciting other students to engage by any means whatsoever and performing or attempting to perform the act, which brings disrepute to other students/ faculty of the college.

Failure to Comply with College Directives or any other Authority:

Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violations of the terms of a disciplinary sanctions.

Ragging:

Any act which amount to ragging in any form as defined under the U G C Prohibition of Ragging Regulation, 2019

Contracts:

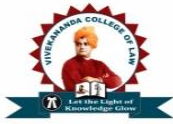
Students are prohibited from entering into verbal or written agreement or contracts that purport to bind, obligate or create liability of any kind for college. The campus will hold all such students individually liable for any financial or legal consequences or damage that may result from such authorized actions.

Abuse of electronic Communications:

Use of College or personal Telecommunication, data- communication networks for illegal or improper purpose or in violation of college campus regulations and policies or related laws.

Media Contact:

Students are expressly prohibited from speaking on behalf of or for college with any media organization or publication or from inviting the same to any college – owned or operated property, facilities or event without the express written permission of the office of the principal.



Presenting False Testimony:

Violation of other published college regulations or rules which regulate dress code, submission of assignment which regulate examination, which prohibit the misuse of library, computing resources, misuse of practical room, which regulates acts which amount to sexual harassment, rules for students and hostel rules and regulations.

Grievance Redressal:

- The aggrieved student should submit in writing his/ her grievance to the Convener, College Grievance Cell / Internal Complaint Cell.
- The Convener shall convene the meeting of members within 10 days of receiving of complaint.
- Where the Principal is not a member of the committee, the report of the committee must be submitted to him/her personally within 06 working days of the meeting.
- The decision must be communicated to the student within 5 working days.
- Further the student can appeal to the Vivekananda College Grievance Committee (Appellate Authority) within 5 working days.

Punishment and Penalties:

One or more of the following action may be taken when the student has been found to have violated the student code of conduct:

- **Suspension:** Suspension is a sanction that terminates the student enrolment at the college campus for specified period of time.
- **Monetary fines:** Monetary fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted resulting from misconduct. It also includes Restitution which means making compensation for loss, injury or damage.
- **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of college regulations.
- **Restriction of Privileges:** Restriction of privileges means the denial or restrict in specified privileges, including but not limited to, access to student facilities, placement programs, and college events for a defined period of time.
- **Dismissal:** Dismissal is a sanction which permanently separates a student from the college campus without opportunity to re-enroll in the future.
- **Other Sanctions:** Other appropriate sanctions may be imposed by the Competent Authority of the college singularly or in combination with any of the above listed sanctions.

General Protocol:

- Every student shall wear clean, neat and formal dress befitting to our culture. Casual wear such as T-shirt, jeans, sleeveless, tights etc. should be avoided.
- During class hours a student cannot go out of the class room without the permission of the teacher concerned. The use of mobile phones or other electronic gadgets is strictly restricted in the class rooms. Students who violate this rule will have to face disciplinary actions.
- The college insists students of both gender shall foster healthy and decent relationship both on campus and off the campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.



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- During leisure hours, students are advised to use the library and E-liberary.
- During leisure hour girls students shall make use of common room or library, they should not stay in the classrooms or not to loiter in the college premises.
- Late comers are not allowed to enter into class room unless submission of valid reason.
- Defacing of black boards or walls or overhead projectors or furniture's will be sternly dealt with.
- Student should stay away from all anti-social activities.
- Student should compulsory wear their identity cards daily inside the campus,
- Without the permission of the principal no student is allowed to circulate any printed material or pamphlets.
- Ragging in any form is a serious offence and it will be dealt with severely.
- Damage fee will be collected for any damage caused by students knowingly or unknowingly.
- Students should take care of their belongings. The institution will not be responsible for any loss.

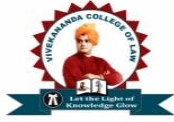


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Code of Conduct for Teachers



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Code of Conduct for Teachers:

Introduction:

All the staff members of the institution including administrative, academic, professional, maintenance and supportive staff and students are responsible for sustaining the highest ethical standard of the institution and the border community of the students in which we functions. The Institution values integrity, honesty and fairness and strives to integrate these values into all practices.

Code:

The code is a shared statement of our commitment to uphold the ethical, professional and legal standards that we use as basic for our daily and long-term decisions. We all must be conversant of and comply with the relevant policies, standards, laws and regulations that guide the work of the staff members.

Each staff member are severally and jointly accountable for upholding these standards of behaviors and for compliance with all applicable laws and policies.

Code is formulated to provide clear statement of the institutions expectations of its staff and affiliate's in respect of their professional and personal conduct. Though the code does not cover the intended and every possible situation that might arise, but it anticipates a great many of the real problems and to do the right things. The fulfillment of the objective of the institution is to serve better when it is necessary to make the employees understand and follow the highest standard of responsibilities, ethics and principles of the institution, which in turn inspires the student do likewise.

Conduct of Teachers:

- The teachers shall perform his/ her duties efficiently as per the institutional norms.
- Every teacher shall update his/ her skills and knowledge professionally.
- The teacher shall maintain the decorum while dealing with the students, teaching and non-teaching staff every time.
- The teacher should strive for excellence in academics and research and evolve as a rolemodel to the students.
- The teacher shall always encourage the students to participate student in curricular and co-curricular activities,
- The teacher shall organize various academic, technical events for the benefit of the student's community and also to the benefit of the society.
- The teacher shall organize various academic events for the benefit of the student community and also for the benefit of the society.
- The teacher shall not discriminate any student based on the caste, creed, language and place of origin, social and cultural background.
- The teacher shall not be absent from the duties assigned at any time without prior permission.
- The teacher shall manage their private affairs in a manner consistent with the dignity of the profession.
- The teacher shall not engage in any unlawful activities. The teacher shall not violate the norms of decency or morality in their behavior, inside or outside of the campus.



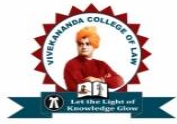
- The teacher shall maintain their active membership of professional organization and strive to improve education.
- The teacher shall perform their duties of teaching, practical and seminars, research work, conscientiously and with dedication.
- The teacher shall discourage and not indulge in plagiarism and other non-ethical behavior in teaching.
The teacher are expected to be impartial in the assessment / evaluation of students' performance. The teacher shall not accept any assignment given by any external agency otherwise than the concerned University without the permission of the head of the institution / management
- The teachers shall lend their hand of help to the non- teaching activities where ever it is required.
- The teacher shall abide by the Act, Statute and Ordinance of the University and to respect its ideals.
- The teacher shall not associate in any organizational activities which are against the ethics of teaching profession.
- It is the collective responsibility of the entire teaching faculty to work together in order to achieve the institutional core values and targets setup by leaders from time to time.

Teachers and Students: The Teacher shall -

- Respect the rights and dignity of the student in expressing his/ her opinion.
- Deal justly and impartially with the students regardless of their religion, caste gender, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs by encouraging students to improve their attainments, develop their personalities and community welfare.
- Shall inculcate among students scientific temper, spirit of inquiry, ideals of democracy, patriotism, social justice, environmental protection and peace.
- Treat the students with dignity and not behave in a vindictive manner.
- Pay attention to the attainment in students merit.
- Make themselves available to the students even beyond their class hours and help.
- To aid and work together with the students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues and administrators.

Colleagues: The teacher should –

- Treat other members of the profession in the same manner as they themselves wish.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from allowing considerations of caste, creed religion, race or sex with professional endeavor.



Principal and Teacher: College principal should –

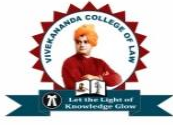
- Provide inspiration and motivational value-based academic and executive leadership through policy formation, operational management, organization of human resource and concern for environment sustainability.
- Endeavor to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service of the nation and society.
- Adhere to responsibilities of them to the community.
- Discourage and not to indulge in plagiarism and other unethical behavior in teaching and other academic activities.
- Participate in extension, co-curricular and extra-curricular activities.
- Refrain from allowing consideration of caste, creed, religion, race, gender or sex in professional endeavor.

Director of Physical Education and Sports / Librarian: should –

- Adhere to a responsibility pattern of conduct and demeanor expected by the students' community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Discourage and not to indulge in plagiarism and unethical behavior.
- Participate in extension, co-curricular activities.
- Provide all assistance to students in respect of their domain along with the rules of the institution.



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Code of Conduct for NoN- Teaching Staff

- All the supporting staff shall perform his / her duties efficiently, as per the institutional norms.
- It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set up by the higher authorities from time to time.
- The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the institution.
- The supporting staff shall extend full support to the institutional work and for the development of the practical and other academic activities.
- The supporting staff shall not discriminate any students based on any creed, religion, language and place of origin, social and cultural background.
- The supporting staff shall extend their full-fledged support to colleagues and other faculty of the institution in all the activities related to academic and administrative matters.
- The supporting staff shall strive hard to improve their professional skills and social relations related to their profession.
- The supporting staff shall make efforts to pursue all required knowledge and skills as required for the work.
- The supporting staff should not be absent from the duties without prior permission of the authorities.
- The staff shall not involve either directly or indirectly in any form of business/ external assignments during their service.
- The staff shall not involve in any unethical activities that cause hindrance to the harmony of the institution.
 - The staff shall not cause any damage to the properties of the institution and shall maintain the morality of the individual both inside and outside.