



RBANM'S FIRST GRADE COLLEGE

PERMANENTLY AFFILIATED TO BENGALURU CITY UNIVERSITY

AIDED BY GOVERNMENT OF KARNATAKA

RE-ACCREDITED BY NAAC WITH A GRADE (3RD CYCLE)

#12, ANNASWAMY MUDLIAR ROAD, BANGALORE-560042

CRITERION -VII

7.1.10: CODE OF CONDUCT PRESCRIBED BY THE INSTITUTION



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Code of Conduct for Students

(Prescribed as per university regulations)

1. As soon as the lecturer enters the classroom, all students shall stand up and show respect.
2. The use of mobile phones in college is strictly prohibited.
3. Students must maintain strict silence in the classroom, corridors, and library.
4. Students are not allowed to argue with lecturers.
5. Students must enter the class before the lecturer enters and leave the lecture hall only after the lecturer leaves the lecture hall.
6. Students must maintain decorum and show due respect to teaching and non-teaching staff at the campus.
7. Smoking or any other illegal activities on the college premises is strictly prohibited.
8. Students must not damage institute's assets, such as etching on benches, drawing on the blackboard or walls. Any damage to the property of the college like fans, tube lights, boards, library books, sports and lab equipment, etc., will be collected from the students.
9. Students are not allowed to stroll in the corridors as it affects the peaceful functioning of the college.
10. Students must seek prior permission before entering the principal chamber.
11. Students whose activities are prejudicial to the smooth and peaceful functioning of the college shall not be eligible for admission to the college next year.
12. The principal is the final authority to decide whether the activity of students is or was prejudicial to the smooth and peaceful functioning of the college.
13. The students are advised to maintain high degrees of discipline and develop rapport with the teachers in their interests.
14. It is compulsory for student to attend midterm and preparatory examinations.
15. Student with less than 75% attendance shall not be qualified to appear for the university examinations.

Article I. UGC Regulations on Ragging

1. As per the UGC regulations, indulging in any kind of ragging is a criminal offense liable for punishment. Students are strictly directed not to indulge in any kind of ragging.
2. The college has an anti-ragging committee. An aggrieved student can complain to the principal or the committee. Committee's constitution is displayed on the notice board of the college.

Article II. Library Rules

1. The library hall shall be kept open during the working hours of the college.
2. Students must maintain strict silence in the library hall.
3. Students can borrow only three books at a time and return within one week from the date of borrowing, failing which a fine of Re 1/day shall be levied.
4. Reference books shall be issued to students for reference within the library. Such books shall not be allowed to take out of the library hall.
5. The librarian may demand caution money equal to the value of books as security in respect of costly and valuable books for a specified time. Accepting caution money does not exempt any student from the payment of a fine for keeping the book beyond the due date.
6. Students shall maintain decorum and behave courteously and politely with library staff.
7. No hall ticket shall be issued unless the students return the books borrowed from the library. The Librarian shall issue the no-due certificate to the students after they return all books at the end of each year.



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CODE OF CONDUCT FOR EMPLOYEES OF EDUCATIONAL INSTITUTIONS

1. General.

- a) Every employee shall at all times:
 - i) maintain absolute integrity;
 - ii) maintain devotion to duty; and
 - iii) shall not engage in unbecoming of an employee of the educational institution.
- b) Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to a duty of all employees for the time being under his control and authority;
- c) No employee shall in the performance of his or her official duties or the exercise of powers conferred on him or her, act other than in his or her best judgment, except when he or she is acting under the direction of his official superior. The employee shall, where he or she is acting under such direction shall obtain the direction in writing, where practicable, and where it is not practicable to obtain the direction in the writing, he or she shall obtain a written confirmation of the direction as soon as possible.

Explanation:

Nothing in clause (ii) of sub-rule (2) shall be constructed as empowering the employee to evade his or her responsibilities by seeking instruction from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of power and responsibilities.

2. Professional duties.

- a) Every employee shall,
 - i) be punctual in attendance in respect of his or her work;
 - ii) any other work connected with the duties assigned to him or her by the head of the institution.
- b) No employee shall,
 - i) knowingly or willfully neglect his or her duties;
 - ii) while on duty in the institution, absent himself (Except with the previous permission of the head of the institution) from the institution;
 - iii) remain absent from the institution without leave or the previous permission of the head of the institution;
 - iv) show sustained neglect in correcting class work done by students;
 - v) indulge in or encourage, any mal-practice connected with the examination of any other school activity;
 - vi) accept private tuition other than following the same conditions and restrictions as apply to a government teacher;
 - vii) prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication without the permission of management.

3. Communal activity. No employee shall,

- i) practice, propagate, or incite any student to practice, propagate casteism, communal or sectarian activity, or untouchability;
- ii) discriminate against any person on the ground of caste, creed, language, place of origin, school, and cultural background or of them.

4. Behavior in public. No employee shall,

- i) misbehave with or ill-treat any parent, guardian, student, teacher, or other employees of the institution;
- ii) behave or encourage or incite any student, teacher, or other employees to behave in a rowdy or disorderly manner on the premises of the institution
- iii) indulge in any violence or any conduct which involves moral turpitude;
- iv) organize or attend any meeting during the hours of the institution except when he or she is required or permitted by the head of the institution to do so;
- v) cause or incite any other person to cause, any damage to school property.

5. Taking part in politics and elections.

- a) No employee shall,
 - i) be a member of, or otherwise, associate with any political party or any organization which takes part in politics;
 - ii) shall take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- b) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be subversive of the government as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any manner, any such movement or activity he shall make a report to that effect to the management.
- c) If any question arises about whether a party is a political party or whether any the organization takes part in politics or whether an organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2) the decision of the management thereon shall be final.
- d) No employee shall canvass or otherwise interfere with or use his influence on connection with or take part in an election to any legislature or local authority. Provided that;
 - i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall not indicate how he proposes to vote or has voted;
 - ii) an employee shall not be deemed to have contravened the provisions of the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Connection. The display by an employee on his or her person, vehicle, or residence of any electoral symbol with an election within the meaning of this sub-rule.

- 6. Joining of association by an employee.** No employee shall join, or continue to be a member of an association the object or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality
- 7. Demonstrations and strikes.** No employee shall,
- a) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the state-friendly relations with foreign states, public order, decency incitement to an offense, or
 - b) resort to or in any way instigate, incite create any form of the strike by any number of employees.

Explanation:

For this rule. “strike” means cessation of work (including any unauthorized absence from duty) By a body of employees acting in combination or a concerted refusal or refusal under a common understanding of any number of employees to work.

- 8. Criticism of the government.** No employee shall, in any radio broadcast or any document published in his name or anonymously, pseudonymously, or in the name of public utterance, make any statement of fact or opinion:
- a) which has the effect of an adverse criticism of any current or recent policy or action of the government of Karnataka or central government or any other state government, provided that nothing contained in this clause shall apply to bona fide expression of views by any employees as an office-bearer of a trade union or association of such employees to safeguard the condition of service of such employees or for securing an improvement thereof; or
 - b) which is capable of embarrassing the relations between the government of Karnataka and the central government or the government of any other state; or
 - c) which is capable of embarrassing relations between the central government and the government of any foreign state; provided that nothing in this rule shall apply to any statement made or views expressed by an employee in his or her office or the due performance of the duties assigned to him or her.
- 9. Subscriptions.** No employee shall except with the previous sanction of the management ask for or accept contributions to or otherwise associate himself with the raising of any collections in cash or kind in pursuance of any object whatsoever.
- 10. Canvassing of non-official or other influence.** No employee shall bring or attempt to bring any political or other influence to bear upon any superior to further his interests in respect of matters about his or her service under the management.
- 11. Gifts.**
- a) Save as otherwise provided in this rule, no employee shall accept, or permit any member of his or her family, or any person acting on his or her behalf to accept any gift.

Explanation:

The expression gift shall include free transport, boarding lodging, or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the management.

A casual meal, lift, or other social hospitality shall not be deemed to be a gift.

An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or her, or from any individual having firms or organizations.

- b) On occasions, such as weddings, anniversaries, funerals, or religious functions, when the making of a gift conforms with the prevailing religious or social practice an employee may accept gifts from his or her near relatives but he or she shall make a report to the management if the value of any such gift exceeds:
 - i) Rs. 500 in the case of a member of the teaching staff.
 - ii) Rs. 250 in the case of a member of the ministerial staff and employee may accept gifts from his personal friends having no official.
 - iii) Rs. 100 in the case of others.
- c) On such occasions as are specified in sub-rule (2) an employee may accept gifts from his personal friends having no official dealings with him but he shall make a report to the management if the value of any such gifts exceeds:
 - i) Rs. 200 in the case of a member of the teaching staff.
 - ii) Rs. 100 in the case of a member of the ministerial staff.
 - iii) Rs. 50 in the case of others.
- d) In any other case, an employee shall not accept any gift without the sanction of the management if the value thereof exceeds Rs. 75 in the case of members of the teaching staff and (ii).Rs. 25 in the case of others.

12. Public Demonstration in honor of employee. No employee shall except with the previous sanction of the management, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his or her honor, or the honor of any employees. Provided that nothing in this rule shall apply to,

- a) a farewell entertainment of a substantially private and informal character held in honor of an employee or any other employee on the occasion of his retirement or transfer of any person who has recently quit the service of any institution; or
- b) the acceptance of simple and inexpensive entertainment arranged by public bodies of institutions.

13. Private trade or employment. No employee shall, except with the previous sanction of the management engage directly or indirectly in any trade or business or negotiate for or undertake any other employment, provided that an employee may, without such sanction undertake honorary work of social and charitable nature or character, subject to the following conditions, namely,

- i) He or she shall, within one month of undertaking any such work, report to the management giving full details;
- ii) His or her official duties do not thereby suffer; and
- iii) He or she shall discontinue any such work if so, directed by the management.

Explanation:

- 1). Canvassing by an employee for a candidate or candidates for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule.
- 2). Every employee shall report to the management if any member of his family is engaged in a trade or business or own or manages an insurance agency or commission agency.
- 3). No employee shall, without the previous sanction of the management, except in the discharge of his or her duties, take part in the registration, promotion, or management of any bank or other company which is required to be registered under the companies act, 1956 (Central Act 1 of 1956) or any other law for the time being in force or any co-operative society for commercial purpose:

Provided that an employee may take part in the registration promotion or management of a co-operative society substantially for the benefits of the employees, registered or deemed to be registered under the Karnataka co-operative societies' Act, 1959(Karnataka 11 of 1959) or of a literary, scientific, or charitable society registered under the Karnataka Societies Registration Act, 1960(Karnataka Act of 1960).

- iv) No employee may accept any fee for any work done by him for any public body or any private person without the general or special sanction of the management.

14. Authorship of textbooks for use in recognized schools. No employee who is a member of the textbook committee shall during his membership of the committee.

15. Proper use of amenities. No employee shall misuse, or carelessly use, amenities provided for him by the management to facilitate the discharge of his duties.

16. Use of service without payment. No employee shall, without making proper and adequate payment avail himself of any service or entertainment for which a hire or price or admission fee is charged.

17. Investment, lending, and borrowing. No employee shall speculate in any stock, share, or other investment.

Explanation I :

Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of sun-rule.

Provided further that, if the undertaking of any such work inclusive holding of an elective office, he shall not seek election to any such office without the previous sanction of the management,

Explanation II :

(1). Canvassing by an employee in support of the business or insurance agency or commission agency, owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2). No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment that is likely to embarrass or influence him in the discharge of his duties.

(3). If any question arises whether any transaction is of the nature referred to in sub-rule (1) of Sub-rule (2) the decision of the management thereon shall be final

(4). No employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking either himself or through any member of his family or any other person on his behalf: -

(a) lend or borrow money as principal or agent to or from any person within the local limits of his authority or with whom he is likely to have official dealing, or otherwise place himself under any pecuniary obligation to such person or

(b) lend money to any person at interest or in a manner whereby return in money or kind is charged or paid:

Provided that an employee may give to or accept from, a relative or a personal friend a purely temporary loan of an amount not exceeding his total monthly emoluments free of interest, or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the management.

Insolvency and habitual indebtedness. An employee shall so manage his private affairs to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceeding to the management.

Note: The burden of providing the insolvency or indebtedness was a result of circumstances which, with the exercise of ordinary diligence the employee could not have foreseen or over which he had no control and had not proceeded from extravagant or dissipated habit, shall be upon the employee.

Explanation:

For this rule:

(1) “Lease” means, except where it is obtained from, or granted to a person having official dealings with the employee, a lease of immovable property from a year or reserving a yearly rent.

(2) The expression “movable property” includes,

(a) Jewelers’ insurance policies, provident fund, shares, securities, and debentures;

- (b) Loans advanced by such employee whether secured or-not
- (c) Motorcars, motorcycles, horses, or any other means of conveyance; and
- (d) Refrigerators, radios, radiograms, televisions sets, tape recorders, and transistors.

18. Movable, immovable, and valuable property.

- a) Every employee shall on his first appointment to any post and thereafter the interval of every twelve months, submit a return of his assets and liabilities and all members of his family in such form as may be prescribed by the management giving the full particulars regarding,
 - i) the immovable property inherited by him or any member of his family or owned or acquired by him or any member of the family on lease or mortgage either in his or her name or in the name of any member of his or her family or the name of any other person.
 - ii) shares, debentures, and cash including bank deposits inherited by him or her or any member of family or similarly owned acquired, or held by him or her or any member of his family
 - iii) other movable property inherited by him or her or any member of the family or similarly owned, acquired or held by him or her or any member of the family or similarly owned, acquired or held by him or her any member of the family
 - iv) debts or other liabilities incurred by him or any member of his family directly or indirectly.

NOTE: In all returns, the value of items of movable worth less than Rs. 1000 may be added and shown as a lump sum. the value of articles of daily use such as clothes, utensils, crockery, or books need not be included in such returns.

- b) No employee or any member of his family shall except dispose of any immovable property by lease, mortgage, purchase, sale, gift, or otherwise either in his name or in the name of any member of his family,
 - i) with a person having official dealings with the employee;
 - ii) otherwise, then through a regular or reputed dealer.
- c) Every employee shall report to the management every transaction concerning movable property owned or held by him or any member of his family either in his name or in the name of a member of his family if the value of such property exceeds Rs.1000. In the case of a member of the teaching staff or Rs. 500 in the case of others
- d) Every employee shall report to the management every transaction concerning cash received by him or by any member of his family from sources other than the employee's salary and allowances, insurance provident fund, if such case exceeds Rs. 500 in the case of others.
- e) The management may at any time, by general or special order require an employee to furnish, within, a period specified in the order, a complete statement of such movable or immovable property held or acquired by him or

any member of his family or on his behalf or by any member of his family as may be specified in the orders. Such statement shall if so, required by the

management include the details of how, or the source from which such property was acquired.

19. Restrictions concerning acquisition and disposal of immovable property outside India and transactions with foreigners, etc. Notwithstanding anything contained in sub-rule (2) of rule 19, no employee shall, except with the previous sanction of the management.

- a) Acquire by purchase mortgage, lease, gift, or otherwise, either in his or her name or in the name of any member of his family, any immovable property situated outside India:
- b) Dispose of, by sale, mortgage gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his name or in the name of any member of his family;
- c) Enter into any transaction with any foreigner, foreign government, foreign organization, or concern-
- d) For the acquisition by purchase, mortgage, or lease in respect of any immovable property which was acquired or is held by him either in his or her name or in the name of any member of his family.
- e) For the disposal by sale, mortgage, gift lease in respect of, any immovable property which was acquired or is held by him either in his or her name or in the name of any member of his family.

20. Guardianship of minors. An employee may not without the previous sanction of the management act as a legal guardian of the person or property of a minor other than his dependent.

Explanation:

A dependent for this rule means an employee's wife. Children and stepchildren and children's children shall also include his sister, brother, brother's children, and sister's children, if residing with him and wholly dependent upon him.

21. Personal representations of the Employee. Any representation by an employee shall only be made through the proper channel.

22. Bigamous marriage

- a) No employee who has a wife living first shall contract another marriage without first obtaining the permission of the management notwithstanding that such subsequent marriage is permissible under the personal law for the time applying to him.
- b) No female employee shall marry any person who was a wife living without first obtaining the permission of the management.

23. Consumption of intoxicating Drinks and Drugs. An employee shall,

- a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug;

- c) refrain from consuming any intoxicating drink or drug in a public place;
- d) not appear in a public place in a state of intoxication;
- e) not habitually use any intoxicating drink or drug to excess.

Explanation

For this rule, "public place" means any place or premises (including a conveyance) to which the public has, or is permitted to have, access, whether on payment or otherwise.