



VIDYAVARDHAKA SANGHA®  
**VIDYAVARDHAKA LAW COLLEGE**  
SHESHADRI IYER ROAD, MYSURU-1

# **REVISED CODE OF CONDUCT FOR STUDENTS & TEACHERS**

**(2023-24)**



## **CODE OF CONDUCT FOR STUDENTS:**

1. The admissions shall be made by an admission committee in accordance with the regulations lay down by the government of Karnataka, Bar Council of India and Karnataka State Law University, Huballi. The selected candidates should submit the original certificates as prescribed by the university at the time of admission. Admission can't be claimed as a matter of right and the principal reserves the power to reject admission to any candidate without assigning any reason. Student's admission to the course is provisional and the same will be confirmed only after admission is approved by the university. In case of non-approval, fees paid by the student will not be refunded.
2. All students should be abide by the rules and regulation of the institution. Violation of the rules will invite disciplinary actions as per the KSLU university regulations. The students who indulge in anti-social activities like misbehavior, ragging, etc... Will be debarred and rusticated from the institution and penal action will be taken against such students.
3. The students who damage the college property and indulge in physical violence with their fellow students will be treated as indiscipline and if found guilty of such misconduct shall be levied with fine.
4. Every student shall regularly attend the classes conducted by the college in accordance with the time table announced from time to time.
5. The students shall follow the dress code of the college/as prescribed by BCI. Girl students shall wear white salwar and black trousers or white shirt with black trouser and black tie. The boys shall wear white shirt black trouser with black tie and black shoes. The students shall wear uniform on all days of week except Wednesday and Saturday and other special days as prescribed by the college.
6. The students shall compulsorily attend prayer at 9:20am. The class commences at 9.30 am and the time table is scheduled till 4:00 pm. Latecomers will not be allowed to enter the class however, they shall be allowed to have access to

library. Attendance will be taken at the commencement of every period and reviewed monthly. 75% attendance is compulsory as per the university norms.

7. Internal assessment test will be conducted at the end of each semester. The students shall attend test compulsorily. All students shall attend seminars, guest lectures without fail. Final year students shall compulsorily participate in seminars, guest lectures, visits to courts, advocate's chamber, Lok Adalats and legal aid camps organized by the college. Non completion and non-submission of practical papers, assignments and internship reports and also test will be viewed seriously.
8. The library shall function between 10:00 am to 5:00 pm. The students shall carry their identity cards compulsorily to the college and shall produce the same at the time of borrowing books from library and also to obtain no due certificate to appear for examination or at any time as and when demanded.
9. The college makes sincere effort to inculcate discipline and uphold Indian tradition/heritage and strives to evoke the spirit of patriotism/ nationalism among the students and teachers by singing national anthem daily.

**OTHER RULES:**

1. Smoking, chewing of gutka, consumption of alcohol in the campus is strictly prohibited.
2. Students are strictly prohibited from using cell phones in the college and if found using cell phone fine will be imposed and subsequent use shall lead to confiscation of the cell phone.
3. Every student should behave well at all times in the college. They shall respect the teachers and non-teaching staffs of the college or with the fellow students in a manner so as not to insult, cause injury or annoyance to them. Students are expected to address the teachers and all members of the staff with politeness.
4. The students shall regularly go through the notice board for important announcement regarding class, internal assessment test, remedial classes, moot court assignments, college committee announcements, examination time table, etc.

5. The students shall also be abide by the rules of statutory committees/cell constituted in the college and shall actively involve in organizing programmes from respective committees/cell.
6. The students shall compulsorily provide their address Aadhar number, phone numbers to the admission committee. Change of address or phone numbers shall be communicated immediately to the concerned authority.
7. Every student is bound and governed by the above stated code of conduct and any student who violates the code of conduct / disciplinary rules is liable to be removed or rusticated from the collage by the principal in accordance with the provisions of section 62(2)(b) of Karnataka state university act 1976.

## **CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF:**

1. A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
2. A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
3. The principal should be aware of the rules of the BCI, university, and government orders.
4. A teacher shall not make use of the resources and/or facilities of the College/Governing Body for personal, commercial, political or religious purposes.
5. All teachers shall regularly take attendance and update the work dairy.
6. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
7. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
8. All leaves CL/OOD etc. shall be sanctioned at the discretion of the principal. Attendance certificate shall be produced to college in case of OOD.
9. A staff is eligible for 15 days Casual Leave in one calendar year and 2 restricted holidays. Not more than two teachers will take RH on the same day.

10. In disciplinary matters the principal has the authority to take action by informing the management. He/she is directly answerable to the management and to the university.
11. The principal along with the staff members shall oversee the plans of action for the year in conformity with the institutional goals and strive for its implementation.
12. A teacher who applies for leave shall inform the same priorly to the principal and is also responsible to adjust the classes in his / her absence.
13. All teachers shall follow the dress code prescribed and shall attend the prayer at 9:20 am without fail.
14. A teacher shall be available in college between 9:30am to 4:30 pm on week days and between 9:30 am to 1:30 pm on Saturday. He/ she shall conduct classes according to the time table announced.
15. Staff shall not use mobile phones during office/class hours and it will be used only to make urgent calls.
16. Every teacher shall participate in extension, co-curricular and extra-curricular activities including community service.
17. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties taking prior permission from the concerned authority is necessary.
18. Staffs who want to go out for any personal matter can sign the movement register and leave only for an hour. Half day leave can be taken by the non-teaching staff only.
19. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.