



K.S. Group of Institutions

K.S. School of Engineering and Management

Aim at Perfection, Achieve Excellence

CODE OF CONDUCT

VISION

To impart quality education in engineering and management to meet technological, business and societal needs through holistic education and research.

MISSION

K.S. School of Engineering and Management shall,

1. Establish state-of-art infrastructure to facilitate effective dissemination of technical and Managerial knowledge.
2. Provide comprehensive educational experience through a combination of curricular and experiential learning, strengthened by industry-institute-interaction.
3. Pursue socially relevant research and disseminate knowledge.
4. Inculcate leadership skills and foster entrepreneurial spirit among students.

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 of 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 teachers' conduct.

CODE OF CONDUCT FOR PRINCIPAL AND DIRECTOR

- Principal and Director being a Head of Engineering and Management institution, shall be responsible for all academic and administrative activities of the institution.
- He shall review current academic programs from time to time, collaborative programs and Human Resources Management of the entire Institute.
- He shall supervise the admission process for the institute to implement the same as prescribed by DTE /VTU/AICTE and UGC.
- He shall be responsible for the development and implementation of strategic plans (short term, medium term and long term) for the institute and promote sustainable quality improvement.
- He shall plan and facilitate guidance, counseling and other student services at institutional level.
- He shall be responsible for maintaining support systems and services and facilitate all the academic activities of the institute.
- He shall be responsible for getting the various financial estimates including budgets and other annual reports and discuss the same with the Management and get them approved from time to time.
- He shall supervise the maintenance of all necessary records of the institute in stipulated formats.
- He shall demonstrate care and commitment to the academic excellence and plan to organize faculty and supporting staff development programs.
- He shall promote interactions with all stake-holders; facilitate student's placements through student training and development programs.
- He shall facilitate Industry- Institute Interactions.
- He shall plan, implement and monitor planned activities to take care of hygiene, safety and housekeeping in the institute.

- He shall have a teaching load prescribed as per the norms issued time to time by the VTU / regulatory bodies.
- He shall help in evaluating the performance of faculty and all other supporting staff of the institution.
- He shall effectively lead the institution for applying and undergoing accreditation inspections from time to time to meet the various quality standards in education.
- He shall be responsible for complying with the directions given by the Management and implementing the same across the institution.

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 have amiable indisposition.

Thus, teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the society at large;
- Manage their private affairs in a manner consistent with the dignity of their profession;
- Seek to make professional growth continuous through study, research and training & development;
- 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 professionalism 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 students 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 and motivate students to improve their attainments by updating themselves in terms of technology, develop their personalities and at the same time appreciate community welfare and be socially responsible;
- Inculcate among 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 and 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 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 the administration.

- Be always willing to abide by the rules and regulations of the institution and the affiliating university.
- Be willing to take up any responsibility as assigned by the authority (HOD, Principal/Director and Management) from time to time

Dress Code

A fundamental principle is that teachers appearance and dress must be in accordance with the standards appropriate to their duties, at all times both within the workplace and while representing the institution.

Observance of the Code

All teaching staff should take upon themselves the moral responsibilities 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. All the students, while on the institutional campus, continue to be governed by the laws of the land and violation of those laws may also constitute violations of the Code of Conduct.
2. Disciplinary rules and regulations are separately detailed but primarily include, amongst other things, academic discipline, appropriate dress norms, and wearing the institutional 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 and discipline in classrooms, Computer Labs, Library, other laboratories, workshops, office, canteen and other student amenities created on the institutional premises
4. In case of events of academic activities like seminar, paper presentation etc... outside the Institute, attendance will be granted, upon prior approval of the concerned authority.
5. Students should not communicate any information or write about any matter concerning the Institute to the press or outside bodies without obtaining prior permission of the Principal / Director of the Institute.
6. Follow Placements policies and rules.
7. Wearing of earrings by boys is prohibited
8. The students are expected to be inside their classroom/laboratory/workshop well before the scheduled starting time of the session.
9. Use of cell phones inside the class rooms, labs, workshops, library and any other learning area for speaking, texting, etc. is strictly prohibited.
10. Use of laptops in the classrooms for anything other than the session in Progress is not permitted.
11. Academic decorum such as discipline, silence, courtesy etc. must be observed in the class /laboratories/workshops/ library etc.
12. Students are not permitted to enter or leave the class during the session without the permission of the faculty.

13. When the session is in progress eating / drinking anything other than water is strictly prohibited in the class/laboratory/workshop/library.
14. Students are expected to maintain cleanliness everywhere on the Institute premises.
15. They should remember that they are an ambassadors of their Institute and they are expected to project a positive image of the Institute both within the premises and wherever they represent the institute for any curricular/co-curricular/extra-curricular activity.
16. Adhere to the rules and regulations that are announced from time to time by the authorities of the institution or affiliating university.

CODE OF CONDUCT FOR SUPPORT STAFF

- Be present at their respective work area / positions and commence work on time.
- Use all working hours productively and ensure that their activities in the workplace do not impede the effective operation of their respective department.
- Maintain a supportive environment while performing their assigned duties.
- Respect 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 in maintaining their work areas and the labs that they are assigned in a very tidy manner.
- Notify their in-charge if they are unable to come to work well in advance.
- Submit leave application beforehand to their in-charge if they want to avail any kind of leave.
- Be ready to take up any assigned work by the authority from time to time.



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