



**CODE OF CONDUCT FOR STUDENTS PRESCRIBED AS PER
UNIVERSITY REGULATIONS:**

1. As soon as the lecturer enters the class room, the students shall stand up and show respect.
2. Use of cell phones in the college is strictly prohibited.
3. Strict silence should be maintained in the classroom, corridors and library.
4. Students should not argue with lecturers. They must enter the class before the lecture enters and leave the class only after the lecturer leaves the class.
5. Obedience and due respect must be shown to lecturers in and out of the class.
6. Smoking in the college premises is strictly prohibited.
7. Students should not write or draw anything on the black board or on the walls.
8. Students should not stroll in the corridors as it would affect the peaceful functioning of the college
9. No students should enter the principal chamber without obtaining prior permission.
10. Students should show due courtesy to the non-teaching staff.
11. They should not do anything unbecoming of students.
12. Students whose activities are prejudicial to the smooth and peaceful functioning of the college will not be eligible for admission to the college next year.
13. Whether and activity of students is or was prejudicial to the smooth and peaceful functioning of the college is to be decided by the principal.
14. The students are advised to maintain high degrees of discipline and develop rapport with the teachers in their own interest.
15. A student has to compulsorily attend midterm and preparatory examinations.
16. A student who has in less than 75% attendance will not be qualified to appear for the university examinations.
17. Any damage to the property of the college like fans, tube lights, boards, library books, sports and lab equipment's etc., will be collected from the students.



RBANM'S FIRST GRADE COLLEGE

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UGC REGULATIONS ON RAGGING:

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

LIBRARY RULES:

1. Library will be kept open during the working hours of the college.
2. Strict silence shall be maintained in the library
3. Only three books will be lent to each student at a time.
4. Books lent to the students must be returned within one week from the date of borrowing, failing which a fine of one rupee per day will be levied.
5. Reference books will be issued to students for reference within the library. Such books shall not be taken out of the library hall.
6. The librarian may demand caution money equal to 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 fine for keeping the book beyond the due date.
7. Students shall behave courteously and politely with library staff and no complaint on gimpy ground shall be made to the principal.
8. No hall ticket will be issued unless the books borrowed from the library is/are returned. The students shall obtain a no due certificate from the librarian for having returned all the books at the end of each year.



CODE OF CONDUCT FOR EMPLOYEES OF EDUCATIONAL INSTITUTIONS

1. GENERAL. (1) Every employee shall at all time-

- (i) . Maintain absolute integrity;
- (ii) . Maintain devotion to duty; and
- (iii) . To nothing which is unbecoming of an employee of an educational institution.

(2) (i). every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion ton to duty of all employees for the time being under his control and authority;

(ii). no employees shall in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall, where he is acting under such direction obtain the direction in writing, where practicable, and where it is not practicable to obtain the direction in the writing, he shall obtain 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 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. PROFFESIONAL DUTIES. -(1) Every employee shall,

- (i) Be punctual in attendance in respect of his work and any other work connected with the duties assigned to him by the head of the institution

(2) No employee shall,

- (i). knowingly or wilfully neglect his 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 without 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 from mal-practice connected with the examination of any other school activity;
- (vi). Accept private tuition other than in accordance with the same conditions and restrictions as are applicable 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.



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3. COMMUNAL ACTIVITY. No employee shall,

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

4. BEHAVIOUR IN PUBLIC. -No employee shall,

- (i). Misbehave with or ill- treat any parent, guardian, student, teacher or other employee of the institution;
- (ii). Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the institution
- (iii). Indulge in any violence, or any conduct which involve moral turpitude;
- (iv). Organize or attend any meeting during the hours of the institution except when he 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. –

- (1) No employee shall be a member of, or he otherwise associate with any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavour 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.
- (3) if any question arises whether a party is a political party or whether any organisation takes part in politics or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2) the decision of the management there on shall be final.
- (4) 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:



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Provided that-

- (i). An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has votes;
- (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 person, vehicle or residence of any electoral symbol with an election within the meaning of this sub- rule

6. joining of association by 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-

- (i). 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 offence, or
- (ii). resort to or in any way instigate, incite create any form of strike by any number of employees.

Explanation. For the purposes of this rule. "strike" means cessation of work (including any un authorised absence from duty) By a body of employees acting in combination or a concerted refusal, or refusal under a common under- standing of any number of employees to work.

8. criticism of government. – No employee shall, in any radio broadcast or any document published in his own name or anonymously, pseudonymously or in the name of public utterance, make any statement of fact or opinion-

- (i). which has the effect 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 bone fide expression of views by any employees as an office bearer of a trade union or association of such employees for the purposes of safeguarding the condition of service of such employees or for securing an improvement thereof; or
- (ii). which is capable of embarrassing the relation between the government of Karnataka and the central government or the government of any other state; or



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- (iii). 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 official or in the due performance of the duties assigned to him.
- 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 in 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 pertaining to his service under the management.
- 11. Gifts (1).** save as otherwise provided in this rule, no employees shall accept, or permit any member of his family, or any person acting on his 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.
- Note: I. a casual meal, lift or other social hospitality shall not be deemed to be a gift.
- Note: II. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from any individual having firms or organisations.
- (2). On the occasions, such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice an employee may accept gifts from his near relatives but he shall make a report to the management if the value of any such gift exceeds:
- (i).Rs. 500 in the case of member of teaching staff.
 - (ii). Rs. 250 in the case of a member of the ministerial staff and loyee may accept gifts from his personal friends having no official
 - (iii).Rs. 100 in the case of others
- (3). 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.



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(iii).Rs. 50 in the case of others.

(4). In any other case, an employee shall not accept any gift without the sanction of the management if the value there of exceeds-

(i).Rs. 75 in the case of members of the teaching staff and

(ii).Rs. 25 in the case of others.

12. Public Demonstration in honour 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 honour, or in the honour of any employees;

Provided that nothing in this rule shall apply to-

- 1) A farewell entertainment of a substantially private and informal character held in honour 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
- 2) The acceptance of simple and inexpensive entertainment arranged by public bodies of institutions.

13. Private trade or employment. -

- 1). 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 under-take honorary work of social and charitable nature or character, subject to the following conditions, namely

- (i). He shall, within a period of one month of undertaking any such work, report to the management giving full details;
- (ii). His official duties do not thereby suffer; and
- (iii). He 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 in insurance agency or commission agency.



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- 3). no employee shall, without the previous sanction of the management, except in the discharge of his 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 1of 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 benefits of the employees, registered or deemed to be registered under the Karnataka co-operative societies' Act, 1959(Karnataka 11 of1959) or of a literary, scientific, or charitable society registered under the Karnataka societies registration Act,1960(Karnataka Act of 1960).

- 4). 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 text-books for use in recognised schools. -

No employee who is a member of the text book committee shall during his membership of the committee.

15. Proper use of amenities. - No employee shall misuse, on 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 any service or entertainment for which a hire or price or admission fee is charged.

17. Investment, lending and borrowing. -(1) No employee shall speculate in any stock, share or other investment.

Explanation: - 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.



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- (2). No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which 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) or 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 authorised 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 in 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.

18. Insolvency and habitual indebtedness: -

An employee shall so manage his private affairs as 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 an 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 the purpose of 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 year to year or reserving a yearly rent.
- (2) The expression "movable property" includes –
 - (a) Jewellery insurance policies, provident fund, shares, securities and debentures;
 - (b) Loans advanced by such employee whether secured or-not



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- (c) Motorcars, motor cycles, horses or any other means of conveyance; and
- (d) Refrigerators, radios, radiograms, televisions sets, tape- recorders and transistors.

19. Movable, immovable and valuable property. -

(1). 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 of all members of his family in such form as may be prescribed by the management giving the full particulars regarding-

- (a). the immovable property inherited by him or any member of his family or owned or acquired by him or any member of his family on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.
- (b). shares, debentures and cash including bank deposits inherited by him or any member of his family or similarly owned acquired or held by him or any member of his family
- (c). other movable property inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family or similarly owned, acquired or held by him or any member of his family
- (d). debts or other liabilities incurred by him or any member of his family directly or indirectly.

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

(2) 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 own 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.

(3) 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 own 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

(4) 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



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employee's salary and allowances, insurance provident fund, if such case exceeds Rs. 500 in the case of others.

(5) The management may at any time, by general or special order require an employee to furnish, within, a period specified in the order, a full and 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 the means by which, or the source from which such property was acquired.

20. Restrictions in relation to 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 own 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 own name or in the name of any member of his family;

(c) Enter into any transaction with any foreigner, foreign government, foreign organisation or concern-

(i) For the acquisition by purchase, mortgage, lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

(ii) 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 own name or in the name of any member of his family.

21. Guardianship of monors- an employee may not without the pervious sanction of the management act as a legal guardian of the person or property of a monor other than his dependent.

Explanation: - a dependent for the purpose of this rule means an employee's wife. Children and step children and children's children shall also include his sister,



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brother, brother's children and sister's children, if residing with him and wholly dependent upon him.

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

23. Bigamous marriage- (1) 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 being applicable to him. (2) No female employee shall marry any person who was a wife living without first obtaining the permission of the management.

24. 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 the purpose of this rule," public place" means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.