



**BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT**  
(An Autonomous Institution. Affiliated to VTU, Belagavi)  
Yelahanka, Bengaluru-560 119

**CODE OF CONDUCT**

**Administrator**

1. Be knowledgeable about the dynamic educational scenario in the world and assist the Principal in the process of developing strategic plan for the institute.
2. Demonstrate honesty, integrity, and fairness in all actions and decisions.
3. Uphold and model the core values of the institution, maintaining a high standard of ethical behaviour.
4. Provide visionary leadership that supports the academic and personal development of students.
5. Collaborate effectively with the Principal, staff, and other stakeholders to maintain a positive learning environment.
6. Ensure consistent enforcement of institute policies and procedures.
7. Prioritize the well-being, safety, and academic success of all students.
8. Promote inclusive practices and ensure equal opportunities for all learners.
9. Address student/staff concerns promptly, respectfully, and confidentially.
10. Support and supervise teaching and non-teaching staff with fairness and professionalism.
11. Foster a respectful and collaborative working atmosphere.
12. Maintain transparent, respectful, and timely communication with students, staff, parents.
13. Represent the institute positively in internal and external interactions.
14. Work collaboratively with institute committees, and external agencies.
15. Maintain strict confidentiality in all matters related to students, staff, and institutional affairs, except where disclosure is legally required.

16. Abide by all local, state, and national education laws, policies, and guidelines.
17. Avoid any personal, financial, or other interests that might hinder professional responsibilities or create a perception of bias.
18. Engage in ongoing learning and professional development.
19. Encourage innovation and adaptability in educational practices.
20. Ensure faculty and staff attendance, punctuality and discipline as per institution's policies, and be responsible for all faculty and staff related issues.
21. Orient the new faculty and staff and keep them always updated regarding academic regulations and processes.
22. Coordinate and guide faculty to prepare: (i) the documents needed for NBA, NAAC and NIRF, and (ii) face the committees with confidence.
23. Coordinate/Prepare and submit documents/reports to the University/Govt/A|CTE as needed.
24. Discharge any other responsibility as may be assigned by the Principal and the Management.





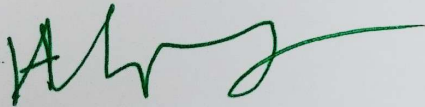
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**Code of Conduct: Student**

1. Students must uphold honesty and integrity in all academic works.
2. Students are expected to maintain discipline and decorum within the campus.
3. Assignments, projects, and examinations must reflect the student's own effort.
4. Regular attendance in classes, laboratories, seminars, and other academic activities is mandatory.
5. Absence must be justified with valid reasons and prior permission wherever possible.
6. Polite, respectful behaviour is expected towards faculty, staff, fellow students, and visitors.
7. Use of abusive language, harassment, or any kind of violence is strictly prohibited.
8. Students shall follow neat and decent dress code suitable for an academic environment.
9. Wearing uniforms (if prescribed) is mandatory on designated days or during lab sessions.
10. Mobile phones and electronic gadgets should be used responsibly and not during lectures unless permitted.
11. Any misuse of college IT resources, including internet and digital platforms is not allowed.
12. Students must help maintain cleanliness in classrooms, laboratories, and all public spaces.
13. Any damage to property, infrastructure, or equipment will lead to disciplinary and financial consequences.
14. **Ragging is strictly prohibited** in any form and is punishable under law.
15. Any form of bullying, harassment, or discriminatory behaviour will attract severe disciplinary action.
16. Students are encouraged to participate in academic, co-curricular, and extracurricular activities.
17. Proper conduct, punctuality, and adherence to event guidelines are expected during all institutional events.



18. Students must carry their college ID cards at all times on campus and present it when requested.
19. Misuse or tampering with ID cards, certificates, or records is a punishable offense.
20. The possession or use of drugs, alcohol, tobacco, or any intoxicating substance is strictly prohibited on campus. Violators will face strict disciplinary and legal action.
21. Students are encouraged to report grievances or complaints through the official Grievance Redressal Mechanism. All concerns will be handled confidentially and fairly.
22. Students must comply with all institutional, state, and national laws, and AICTE/UGC guidelines.
23. Any criminal activity or association with unlawful groups will result in expulsion and legal action.





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**Code of Conduct: Faculty**

1. The faculty should uphold the vision and mission of the institute, and work for the holistic development of the students.
2. The faculty hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
3. Faculty should mark the attendance online and maintain the documentation in the Attendance Register entrusted to them.
4. Faculty should foster a classroom environment that is conducive to learning, encouraging open communication and critical thinking.
5. Faculty should provide guidance and support to students in their academic and personal development, helping them to achieve their full potential.
6. Faculty should be punctual for classes and other scheduled activities and should attend meetings and participate in college events.
7. Faculty should maintain a professional demeanour in their interactions with students, colleagues, and the wider community, both inside and outside the classroom.
8. Faculty should comply with all rules and regulations of the college and the relevant professional bodies.
9. Faculty should be cooperative and collaborative with their colleagues, working together to enhance the quality of education and the overall functioning of the institution.
10. Faculty should strive to improve their knowledge and skills through ongoing professional development activities, including research and participation in professional organizations.
11. Faculty should avoid situations that could create a conflict between their professional and personal interests.

12. Faculty should maintain open communication with the college administration and participate in the formulation of college policies.
13. Faculty shall participate in extension, co-curricular and extra-curricular activities including community service.
14. Faculty shall refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibility for completion of academic schedule.
15. Faculty shall maintain confidentiality of student records, examination materials, and internal communications.
16. Faculty shall avoid unauthorized sharing of confidential institutional data.
17. Faculty shall avoid harassment, verbal abuse, or behaviour that affects the dignity of others.
18. Faculty shall declare and avoid any conflict of interest in professional duties, including academic evaluation or administrative decisions.
19. Faculty shall avoid discrimination based on gender, caste, religion, economic status, or disability.

