

teaching staff is encouraged to make use of power point presentation to enhance the teaching-learning effectiveness.

The teaching staff shall maintain a work dairy on a daily basis on the works done as per the prescribed format.

**Library:** Every teacher shall visit the library frequently to make optimum use of the library resources so as to enhance their learning & teaching abilities and also to assist the students.

**Dress code:** Every teaching and non- teaching staff shall follow by the dress code i.e formal attire prescribed by the college management and should refrain from extravagance and flamboyance in dress.

**Examination:** Every Teaching and non teaching staff shall faithfully render his services for holding examination & discharge duties prudently and with utmost integrity for attainment of the academic standards. Attending to examination duty by faculty or staff members as per work allotment assigned by the Examination In charge, is mandatory.

**Participation in college programmes:** Every teaching and non-teaching staff shall participate collectively, individually and voluntarily in all programmes or events, held within the institution and extend support to the best of his ability in the interest of leading

to excellence, ensuring joyful learning by the students and to generate a pleasant atmosphere in the institution.

**Class teachers:** All teachers who are given the charge of a class teacher shall perform all the duties assigned to them as determined by the Principal and the Academic Coordinator from time to time.

**Prohibition relating to consumption of Intoxicant:** All staff shall refrain from consumption of intoxicating substances.

The teaching and non-teaching staff shall discharge any other functions other than those mentioned above, assigned to them by the Principal from time to time, in good faith.

\*\*\*\*\*

## **K.L.E Society's Law College**

Sir. M. Vishweshwariah Layout, V Block, West Circle 3,  
C A No.2, BDA Layout, UllalPost, Bengaluru- 560091.  
Karnataka State, INDIA. Website: [www.klelawcollege.org](http://www.klelawcollege.org)  
Phone : 080-23485372, 23488197, 23286489  
Email: [info@klelawcollege.org](mailto:info@klelawcollege.org)

## **K.L.E Society's Law College** Bengaluru-560091



## **CODE OF CONDUCT FOR STAFF**



## VISION

To inspire, sculpt and empower the students through holistic education to attain the objective of 'Learn with Purpose and Live with Purpose'.

## MISSION

- To disseminate industry oriented legal education of global standards rooted in social values.
- To impart coherent legal education by laying special emphasis on participative clinical learning.
- To promote the values of democracy, diversity and inclusiveness.
- To calibrate curricular, co-curricular and extra –curricular activities in tune with the vision of the Institution and also foster democratic values.
- To organize community and social concern oriented programmes in the domain of law with the common man as focal point.
- To create an apt atmosphere for learning with the aim of developing ethically strong and morally exalted individuals with the values of love , truth, service and sacrifice.
- To promote research culture and nurture the innovative ideas among the faculty and students.

## ROLES AND RESPONSIBILITIES

Service rules of K.L.E. Society, every employee shall observe the following:

Every staff shall maintain a high standard of integrity, impartiality and devotion to duty having full regard to the vision and mission and also the position that is held by them in society. Every teacher shall carry out the work relating to teaching, research, examination or academic work assigned to them by college from time to time with utmost devotion. Every staff shall in discharge of his official duties not be guided by his personal interest, if any, affecting the discharge of such official duties, ensure utmost discipline, orderly behavior of the students in campus.

**Attendance Policy:** The teaching and non- teaching staff shall arrive at the college as per the schedule and sign in the attendance register and / or punch in the bio-metric device, both in the morning and evening without fail. In case of late arrival, the Principal may condone such late attendance if he is satisfied with the explanation offered by the staff concerned or prior permission of the Principal is obtained for such late arrival.

**Leave/ Deputation:** The teaching and non- teaching staff may apply for leave by submitting a leave letter to the Principal. However, the reason for

applying for the leave/ deputation is to be discussed with the Principal prior to the submission of the letter. In case of exigencies a post facto leave letter can be submitted to the Principal on the day of reporting. In case of deputation on account of administrative or academic assignments, submission of the letter from the institution/ organization where the staff was deputed is mandatory. The responsibility of the teaching staff who are availing leave/ deputation, shall ensure that their respective classes are not left unattended or let free due to their non- availability. In this regard, they shall also coordinate with the Academic Coordinator by informing their absence and also arrangement made to their respective classes.

**Conducting classes:** The teaching staff shall prepare “lesson plan” for their allotted subject in the prescribed format before the commencement of the semester. The prepared lesson plan should also be presented in the staff meeting for faculty discussion and suggestion and same the must be submitted to the Principal. The teaching staff shall conduct the classes for a duration of 60 Minutes, which shall also include class attendance and they must strictly comply with the class timings. The teachers must proceed in each class in accordance with the prepared lesson plan and must avoid any inordinate deviation to ensure the judicious distribution of time for the topic. The