



**JSS Law College**  
(Autonomous)  
Mysuru

## **JSS Law College**

New Kantharaja Urs Road  
Kuvempunagar, Mysuru-570023  
Karnataka . India

Tel : 91 821 2548244  
Fax: 91 821 2548243  
Email : [principal@jsslawcollege.in](mailto:principal@jsslawcollege.in)  
[www.jsslawcollege.in](http://www.jsslawcollege.in)

## STUDENT GUIDE



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## About JSSLC

JSS Law College was established in the year 1982 under the aegis of Sri Jagadguru Veera Simhasana Math, Suttur. Suttur Math has been rendering yeomen service through its educational and philanthropic activities for more than 1000 years. The college caters educational needs of the heterogeneous student community coming from India and abroad.

JSS Law College started with three years LL.B programme in 1982. Five years B.A., LL.B was introduced in the year 1984 later, in the year 2009 five years B.B.A., LL.B and two year LL.M programs were introduced.

The college was granted autonomous status in 2005 and since 2009 the college is under the Karnataka State Law University. The college has been accredited by NAAC and also recognised by BCI. The college is also recognised by the UGC as College with Potential for Excellence (CPE) in the year 2016.

### Campus Code of Conduct

The college is a place where a diaspora of students and faculty engage themselves in teaching, learning, research and other extensional activities. The students being the wealth of the college should positively contribute to a learning atmosphere in which every student's idea, interest and principle is valued and respected. Every student has a privilege to assert their rights and enjoy the facilities given to them. But liberty and freedom should not be misused. Hence, raises a need of a 'Student Code of Conduct.' The student code of conduct sets out certain rules, regulations and principles for the students to

which, they have to adhere; failure to which the student will have to face serious consequences and disciplinary action from the college authorities.

JSSLC being an Autonomous College functions on this base and has formulated the code of conduct for its stakeholders, and expects good conduct in and outside the campus.

### 1. General

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside and outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
- A six day working schedule from Monday to Saturday is followed. Singing of National Anthem is scheduled every working day at 9.30 am in the respective class rooms (from Monday to Friday) and at college Quadrangle – Weekly Assembly on Saturdays. The students shall stand in attention (those inside the class rooms and in the campus) till the national anthem ends.
- Teachers shall be greeted with appropriate salutations during and after lecture session.
- In the event of student seminars/presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- All the students are expected to attend all college functions unless and otherwise specified.
- College encourages students to switch to eco-friendly vehicles including bi-cycles and students shall park

appropriately their bi-cycles and two wheelers in the student vehicle parking area.

- As per traffic rules, students are required to have licence and wear helmet while using motor vehicles to college, and shall not bring powered vehicles inside the campus. Students are restrained from bringing four wheelers to college.
- Students are expected to maintain silence in the academic building to maintain the decorum. Any deviant behavior such as hooting, whistling, loitering etc will be treated as an instance of indiscipline.
- It is obligatory on the part of students to keep the campus neat and clean. Discard the wastes in the dustbins and other arrangements provided for it.
- Consumption of intoxicants/psychotropic substances in any form or smoking or using chewing gum, panmasala etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance.
- Students are advised to carefully handle the furniture, equipment, fixtures and other college property.
- Students adhere to the college dress code on all days and compulsory wearing of Khadi coat on all Saturdays.
- Students are expected to make use of academic, co-curricular and extra-curricular facilities available to the optimum levels. This will certainly make them physically

fit, academically competent, mentally alert and socially sensitive.

- In order to cater the needs of students in their academic, co-curricular and extra-curricular activities various clubs and committees are in existence. It is obligatory on the part of students to actively involve and benefit out of such club or committee activities.
- Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- Pay fees, mess bills etc in advance or in time, so as to avoid fines.

*Note* : Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by the head of the institution or higher authority of the college.

## **2. Discipline**

Self- discipline is the outcome of good education. Hence, the college expects its students to acquire certain principles:

- Respect the teachers, staff and fellow students.
- Abide by the regulations of the institution.
- Maintain dignity and decorum in the classroom.

- Not to indulge in activities which cause damage to the college property.
- Being punctual and respecting the National Anthem.
- Active Participation in all the activities of the college.
- Promote social well – being.
- Regular updating of information announced on the notice board and web page of the college.

### 3. Dress code

The final year students of the college should adhere to the dress code. The students should wear black and white on all days except on Saturdays and on special occasions. All students shall wear Khadi coat on all Saturdays.

- **Boys** (final year): Black pants, White shirt, College Tie, Black shoes and socks.
- **Girls** (final year): Black and white - formal wear or saree or churidar only.

*Note* : T.shirts, jeans, sports shoes, chappals, sandals are not permitted.

### 4. Attendance

The students have to attend the classes regularly in accordance with the time table. Attendance is marked for every subject and updated online daily. The students have to take prior permission or forward the leave application in case of inconvenience to the head of the institution. The students and parents are intimated by the class teacher regarding shortage of attendance. The students who fail to secure 75% of attendance will not be allowed to appear for their examinations.

Late comers will not be allowed to attend the class. They are likely to lose the attendance for the session.

### 5. Safety and Security

The safety of each student is ensured in our college. The entire campus is monitored by CC cameras and round the clock manual security is at stake in order to cater for an effective learning environment. However, one should take care of his individual safety and the college will not be responsible for unforeseen and careless incidents.

### 6. Parents' Teachers Meet

We believe that both teachers and parents are responsible for bringing out the best in a student. So, the college authorities see to it that the parents accompany their children at the time of admissions and re-admissions every year. Apart from this a 'parent teacher meeting' is also convened, in order to give information and receive feedback from the parents. Added to this the class teachers are in regular touch with the parents to inform them regarding attendance and performance of their children.

### 7. Weekly Assembly

The college creates an opportunity for both staff and students to exchange views in a platform called Weekly Assembly, which is the unique feature of our college. It is mandatory for everyone in the college to participate in this weekly programme on every Saturday. The programme instils in all a sense of patriotism and oneness. It also boosts the morale of the students as they are appreciated for their achievements.

## 8. Anti-ragging

The college strictly abides by the regulations of the government and affiliating University regarding Ragging. The college has constituted an Anti- Ragging Committee which continuously monitors such activities which defames a person and takes action against those involved in such activities.

The following are the regulations of the Anti-Ragging Cell: Ragging is a Criminal Offence and lowers the Standards of Education. Any act resulting in:

- Mental / physical /sexual abuse
- Verbal abuse
- Indecent behaviour
- Criminal intimidation / wrongful restraint
- Undermining Human Dignity
- Financial Exploitation / Extortion

Any student indulging in ragging can be:

- Expelled from the institution
- Banned from the hostel
- Scholarship can be withdrawn
- Denied admission to any institution
- Prosecuted for criminal action.

## 9. Mobile phones

Though cell phones have become a necessity of the modern world, it has to be used judiciously. The use of cell phones is allowed in the lounge, waiting room and parking area; its use in any manner is strictly prohibited in the classrooms, corridors and library. In case of its use in these areas the following regulatory action can be taken by Mobile squad committee.

The students are hereby strictly warned to avoid using mobile phones in any manner in the class rooms, corridors and library. Any students found using mobile phone will strictly be penalised as follows :

First time – Rs. 500

Second time – Rs. 750

Third time – Rs. 1000

and his or her mobile will be confiscated.

## 10. Examination

At the end of each semester, examination shall be conducted for those students, who have fulfilled the course requirements.

### 10.1. Distribution of marks

Maximum marks : 100 marks

External component : 70 marks

Internal components : 30 marks

#### *Distribution of internal components*

Exercise – I	08 marks (Test-I)
Exercise – II	08 marks (Test-II)
Exercise – III	04 marks (Viva or Pick & Speak)
Exercise – IV	05 marks (Class notes & two practicals)
Exercise – V	05 marks (Assignment & presentations)

### **Amendment to Examination Regulations relating to Grading System**

#### 10.2. Credit based Grade System Scheme

1. The evaluation shall be as per Grading System. The total

marks scored by the students in CIA and SEE shall be converted into letter Grades.

2. A letter Grade is basically a qualitative measure (an alphabet/letter) indicating the performance of a student.
3. Student shall be evaluated in a 7 point scale with corresponding Grade Points given below.

Table no.1  
Grading Regulation

Sl. No.	Performance	Grade	Percentage of Marks obtained	Grade point
1.	Outstanding	A+	>= 91 to <= 100	10
2.	Excellent	A	>= 76 to <= 90	09
3.	Very Good	B+	>= 67 to <= 75	08
4.	Good	B	>= 57 to <= 66	07
5.	Average	C+	>= 51 to <= 56	06
6.	Poor	C	>= 45 to <= 50	05
7.	Fail	D	< 45	00

1. The credit for each course including seminar and clinical courses **shall be 4 Credit**.
2. The grade points given in Table 1 shall be used in the evaluation of credit points earned by the student in a course. These credit points shall be used to calculate the SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average).

3. **Earning of Credit:** A student shall be considered to have completed a Course successfully and earned the credits if he/she secures an acceptable letter grade in the range A+, A, B+, B, C+, C, D. Letter grade, 'D' in any course implies Detaining/ failure of the student in that course and no credits earned.
4. SGPA is equal to the credit index for a semester divided by total number of credits registered by the student in that semester. Thus, SGPA can be calculated as follows:

Table no. 2  
(Model)

Sl. No.	Subjects	Course Credits	Marks obtained	Grade Points	Grade Credits	Total
1	V	4	68	B+	8 x 4	32
2	W	4	48	C	5 x 4	20
3	X	4	56	B	7 x 4	28
4	Y	4	65	B	7 x 4	28
5	Z	4	72	B+	8 x 4	32
<b>Total</b>	20	61.8	34			140 ÷ 20

SGPA = 7.0

SGPA = Course Credits X Grade points (for all courses in the semester)

**Course Credit (for all courses in the semester)**

$$\text{SGPA} = 140 \div 20 = 7.0$$

### SGPA Calculation:

$$\text{SGPA} = \frac{\text{Course Credits} \times \text{Grade points (for all courses in the semester)}}{\text{Course Credit (for all courses in the semester)}}$$

### CGPA Calculation:

$$\text{CGPA} = \frac{\text{Total sum of SGPA of all Semesters}}{\text{Total Number of Semesters}}$$

5. CGPA gives the sum total of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters. Thus, CGPA can be calculated as follows:

Table no. 3  
(Model)

Sl.No	Semester	SGPA
1	I semester	6.7
2	II semester	6.1
3	III semester	5.9
4	IV semester	6.9
5	V semester	7.3
6	VI semester	5.8
7	VII semester	7.6
8	VII semester	8.1
9	IX semester	7.3
10	X semester	6.4
	<b>Total</b>	<b>68.1</b>

CGPA = Total sum of SGPA of all semesters

Total Number of Semesters

$$\text{CGPA} = \frac{68.1}{10 \text{ Semesters}} = 6.8 \text{ CGPA}$$

### 10.3. Award of Class:

Award of classes can be ensured by providing equivalence of the average of SGPA and CGPA with Percentage or Class. As per our regulations First Class with Distinction, First Class, Second Class, and Pass Class shall be awarded as follows:

Table no. 4

#### Award of Class

Sl. No.	Grade points	Class
1	$\geq 4.5$ to $< 5.00$	Pass Class
2	$\geq 5.00$ to $< 6.00$	Second Class
3	$\geq 6.00$ to $< 7.50$	First Class
4	$\geq 7.50$ and above	First Class with Distinction

### 11. Evaluation (Theory)

- 11.1 An Examination Committee shall be constituted by the Principal for the smooth functioning of the examination process. There shall be a single valuation for all theory papers, with a provision for review of the answer scripts up to 10% by a different examiner. The candidate may prefer a revaluation by paying a prescribed fee.
- 11.2 In case of any other grievance, the same shall be referred to the Examination Committee and the decision of the Committee shall be final. The detailed notification relating to examination schedule shall be issued by the Examination Committee from time to time.

### 11.3 Evaluation (Clinical Programmes):

#### Clinic – I : Drafting, Pleadings & Conveyance

1. Drafting of Pleadings : 45 Marks
2. Drafting of Conveyancing : 45 Marks
3. Viva : 10 Marks

#### Clinic – II : Professional Ethics and Professional Accounting System

1. Two Tests (2 × 40) : 80 Marks
2. Case Analysis/Assignment : 10 Marks
3. Viva : 10 Marks

#### Clinic –III : Alternative Dispute Resolution Systems

1. Two Tests (2 × 30) : 60 Marks
2. Simulation exercises : 20 Marks
3. Assignment : 10 Marks
4. Viva : 10 Marks

#### Clinic –IV : Litigation Advocacy and Internship

1. Moot Court : 30 marks
2. Client's Interview & Counselling : 25 marks
3. Pre-Trial Preparation : 25 marks
4. Internship : 10 marks
5. Viva : 10 marks

The Clinical Evaluation Committee shall conduct the evaluation of clinical programmes.

### 12. Internship

Each registered student shall undergo internship for a period of 20 weeks during the entire period of study. The internship shall be under advocates, judiciary, legal regulatory authority,

legislature or parliament, other legal functionaries, market institutions, Law firms, companies, local- self governments and any other bodies stipulated from time to time.

### 13. Promotion Scheme

13.1 Minimum for a pass in each paper shall be 45%. The candidate shall secure a minimum of 40% in External component.

*Passing Criteria:* (IA + 40% in Theory put together 45 marks)

13.2 For declaration of First Class with distinction, First Class, Second Class and Pass Class; the aggregate of the total marks secured by a candidate in all the semesters shall be taken into account.

The award of classes shall be as under:

- |                                 |                                |
|---------------------------------|--------------------------------|
| 75% and above                   | – First class with Distinction |
| 60% and above but less than 75% | – First class                  |
| 50% and above but less than 60% | – Second class                 |
| 45% and above but less than 50% | – Pass class                   |

13.3 A student who fails to secure a minimum of 45% in any course shall be declared as failed.

13.4 Students who have failed in a course may be permitted to appear for supplementary examination of each End Semester Examination. The candidate may appear for the examination by paying the prescribed fee.

13.5 Students who are desirous to improve IA marks shall:

- Redo the paper by taking Admission by paying the prescribed fee (within double duration)



- Shall comply with attendance regulations.
- Those who have completed the course only can redo the course.
- Not more than three Papers are permitted.

#### **14. Requisites for Promotion**

**B.A., LL.B. (HONS.) & B.B.A., LL.B. (HONS.):** The candidate to be promoted to the subsequent semesters should have fulfilled all the conditions of previous semesters including the payment of examination fee. However,

1. The candidate to be promoted to the Fifth semester should have cleared all the courses of First & Second Semesters (I Year) respectively.
2. The candidate to be promoted to the Seventh semester should have cleared all the courses of Third & Fourth Semesters (II Year) respectively.
3. The candidate to be promoted to the Ninth semester should have cleared all the courses of Fifth & Sixth Semesters (III Year) respectively.

**LL.B :** The candidate to be promoted to the Fifth semester should have cleared all the courses of First & Second Semesters (I Year) respectively.

#### **15. Awarding Degree**

After the successful completion of the course, the Karnataka State Law University, Hubballi shall award the Degree. However, the college issues the statement of marks at the end of each semester.

#### **16. General**

A student who is admitted to the course shall successfully complete the course within stipulated period from the date of his/her admission.

##### **16.1 Prohibition against lateral entry and exit**

There shall be no lateral entry on the plea of graduation in any subject or exit by way of awarding a degree splitting the Honors Degree course, at any intermediary stage of Honors Degree course.

#### **17. Miscellaneous**

The orders, notifications issued by the Karnataka State Law University from time to time are applicable to such matters which are not covered under the rules and regulation of autonomous college, provided they are in conformity with the provisions of Karnataka State Law University Statutes and UGC and BCI guidelines on autonomy and approved by the Academic Council and the Governing Body of the college as the case may be.

### **ADMISSION REGULATIONS**

REGULATIONS GOVERNING THE FIVE YEAR B.A., LL.B. (HONS.) & B.B.A., LL.B.(HONS.) DEGREE PROGRAMMES

In exercise of the powers conferred under Sec 6.4 of Statutes relating to Autonomous Colleges and Institutions of Mysore University, 1999 & under Sec 6.4 of Karnataka State Law University Act 2009, the Academic Council of J.S.S. Law College (Autonomous) frames the following regulations:

## 1. Title

These Regulations may be called 'JSS Law College (Autonomous) Regulations' governing B.A.,LL.B.(Hons.), B.B.A.,LL.B(Hons.), LL.B and LL.M Degree Programmes

## 2. Duration of the Programme

- The duration of the B.A, LL.B. (Hons.) and B.B.A.,LL.B(Hons.) programme is five years.
- The duration of the LL.B programme is three years.
- The duration of the LL.M programme is two years.
- Each academic year shall be divided into two semesters.
- Each semester shall consist of 16 weeks of teaching, two weeks of preparation.

## 3. Eligibility

### *(a) B.A., LL.B. (HONS.) & B.B.A., LL.B. (HONS.)*

An applicant who has successfully completed Pre-University course or Senior Secondary School course ('+2') or equivalent course from recognized State Boards of India or outside or from Senior Secondary Board or equivalent body, constituted or recognised by the Union or by the State Government or from any equivalent institution from a foreign country recognised by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the course.

Provided that applicants who have obtained +2 Higher Secondary Pass Certificate or First Degree Certificate after pursuing studies in distance or correspondence method shall

also be considered as eligible for admission to the course.

Provided further that the applicants who have obtained 10+2 or graduation or post graduation through open Universities system directly without having any basic qualification for prosecuting such studies are not eligible for admission to the course.

### *(b) LL.B:*

An applicant who has graduated in any discipline of knowledge from a University established by an Act of Parliament or by a State Legislature or an equivalent national institution recognised as a Deemed to be University or foreign University recognised as equivalent to the status of an Indian University by an authority competent to declare equivalence, may apply for three year degree programme in law leading to the conferment of LL.B. degree on successful completion of the regular programme conducted under these Regulations.

### *(c) LL.M*

Candidates possessing a degree in law from any recognized University complying with the eligibility criteria are eligible for admission to Postgraduate Degree course with a minimum of 45 % marks (40% for SC/ST candidates).

Minimum percentage of marks in qualifying examination shall not be below 45% (44.5% and above shall be treated as 45%) of total marks in case of general category applicants and 40% (39.5% and above shall be treated as 40%) of total marks in case of SC and ST applicants.

## 4. Admission Procedure

Admission to the course shall be made strictly on the basis

of the merit taking into account total marks obtained in the qualifying examination. Provided that while making admission to the course reservation policy of the Government of Karnataka governing admission to higher educational institutions issued from time to time shall be applied.

#### **4.1. Admission for Foreign Nationals**

Foreign Nationals seeking admission are eligible for admission, provided the prescribed eligibility conditions are fulfilled. The admission committee shall determine the equivalence for eligibility.

### **5. Intake & Reservation**

The intake of the B.A.,LL.B.(Hons.) &B.B.A.,LL.B(Hons.) Programmes shall be three sections of 60 students each, subject to the rules made by the Government.

The intake of the LL.M Programme shall be twenty five students, in which reservation will be in accordance with the rules made by the Government.

### **6. Attendance**

- 6.1 Students are required to attend a minimum of 75% of classes in every course.
- 6.2 If a student fails to attend any course, including seminar courses, for at least 75% of the total classes held, he/she shall be declared as disqualified to write the theory examination and shall be required to re-register for the course when it is next offered.
- 6.3 The student having less than 75% of attendance may seek relaxation on justifiable grounds. The Examination

Committee may consider the following grounds.

1. Representing the college in any inter-college, inter-University, National or International academic events;
2. Attending any University / College related activity;
3. Attending any programme in NSS & NCC, Moot Court, Legal Aid, Lok Adalath, preparation of Public Interest Litigation etc.,

### **7. Medium of Instruction**

The medium of instruction is English.

#### **LIBRARY REGULATIONS**

- Students, staff and visitors shall sign in the register while entering the Library and students should possess identity card with them while using the Library.
- Students, staff and visitors shall leave all their belongings at the property counter before entering the Library. No valuables should be left in the property counter.
- Members are responsible for any damage caused by them to the Library property. In case of loss of borrowed book, the student has to either replace the book or pay double the cost of the book.
- The physical condition of the book should be checked while checking out. Mutilation of pages, if found, is to be brought to the notice of the circulation in-charge. Otherwise, the borrower himself / herself shall be responsible for mutilation of the book if detected afterwards.

- Underlining, marking, folding of pages, etc. in the book is strictly prohibited.
- Students shall borrow books other than reference materials, rare books, and valuable books. Book Bank books will not be issued to students, other than SC/ST students.
- Two books will be issued on production of their Borrower's Cards and Borrower's Cards are not transferable.
- If the borrowed book is not returned on or before the due date, a fine of Rs. 2.00 per day will be charged.
- Books borrowed for photocopying/ classroom reference should be returned within two hours and books borrowed for overnight study should be returned before 9:30 am on the next day. Otherwise a fine of Rs. 100/- per day would be charged.
- If the Borrower's Cards are lost, a fine of Rs. 100.00 would be charged to issue the duplicate cards.
- Members leaving the Library should stop at the exit, so that the materials borrowed/ taken by them may be checked.
- Every table is meant for only TWO readers to sit. Anybody who violates this will attract a penalty of Rs. 100.00 per head.
- The use of snacks, biscuits, chocolates, water bottles, and other beverages are prohibited. It attracts the penalty of Rs. 100.00.
- The use of Mobile Phones is strictly penalized as follows.

For the first time Rs. 500.00, second time Rs. 750.00, and the third time Rs. 1,000.00 and also his/ her mobile will be confiscated.

### **HOSTEL RULES**

- Food should not be wasted and it should not be taken to the room.
- After 9.00pm no hostel students shall be allowed to go out or come inside the hostel without permission.
- You are responsible for your own things and lock the almirah and rooms before going out.
- Rooms, bathrooms and toilets should be kept clean and sanitary napkins should be properly covered and disposed in the dust bin.
- Should not throw anything through the windows.
- Water should not be wasted unnecessarily, likewise fan, light to be turned off when not in use.
- T.V volumes should be kept low to avoid disturbance to the students in the library.
- Parents and friends shall not be allowed to stay in the hostel without permission.
- If there is any problem regarding food and cleanliness in the hostel it should be promptly brought to the notice of the person in-charge.
- Every day between 8 and 9.30 pm everyone should sign the attendance register without fail. Failure of which fine shall be imposable and strict disciplinary action shall follow.

- Newspaper should not be taken to the rooms.
- In case if almiraahs, tables and chairs are changed it shall be brought to the notice of the supervisor.
- Non-vegetarian food is prohibited in the hostel (neither allowed in the dining hall nor in the rooms).
- Cooking gas should be used only for boiling water and beverages.
- Co-operation is sought to maintain silence in the hostel premises.

**Note:** Noncompliance to follow the above rules shall invite imposition of fine and disciplinary action.

### **CODE OF CONDUCT FOR FACULTY**

The Code of Conduct intends to guide and help the faculty to set out certain standards of professionalism, which they have to comply with when they are within and outside the college. It helps in the well being of the college and staff. It ensures trust among its stakeholders and assures them of their wellbeing in the institution.

#### **General rules**

1. The staff should be aware of the policies of the institution and they should abide by it.
2. They should portray high standards of professionalism as they represent an institution.
3. There should be a good rapport with the colleagues in order to have a steadier work flow and functioning of the college.

4. The staff should not show any kind of discrimination among the students.
5. The staff should maintain integrity in all their professional relationship.
6. No faculty member other than the head of the institution is entitled to send any form of information to the media which may lead to embarrassment of the institution. In matters of publicity the head of the institution can authorize any staff member to delegate on his behalf.
7. The faculty should not misuse their position for their personal gains.
8. The staff should be watchful in the use of words which may dishonor or defame the institution.
9. They should not force their opinion on students and other stakeholders.
10. They should be punctual and disciplined.
11. It is mandatory to sign manually and by electronic means at 9.30am and 4.30pm.
12. The teachers have to update the students' attendance daily in the register and online.
13. Casual Leave can be applied with prior permission. However, make necessary class adjustments during the days of absence.
14. The faculty has to work beyond the scheduled time, Sundays and general holidays if the situation demands.
15. The staff should not involve in the promotion of any political party or ideologies.
16. Evaluation of the papers, invigilation, setting of question

papers and entry of marks is a mandatory work of the respective subject teacher.

17. The head of the institution will address the queries and problems of the staff.
18. Maintenance of confidentiality with respect to students and staff records and other sensitive matters by the staff is mandatory.
19. Verbal, sexual abuse, racial discrimination, physical assault, or any other act on students or other staff members will be dealt seriously and is an offence.
20. Any academic activity can be organized by the teachers with the permission of the head of the institution.
21. All the staff members should comply with the dress code – formal and descent wear during academic year. Gents staff shall wear formal wear and shoes; Lady staff shall wear saree. All staff must wear Khadi coat on all Saturdays.
22. The staff members should take additional responsibilities entrusted to them like the various Clubs and Committees.
23. The staff should maintain fairness in their evaluation process.
24. The teachers should submit the lesson plan for their respective subjects to the head of the institution and follow it accordingly.
25. Syllabus of the prescribed subject of each teacher should be completed within the stipulated date.
26. All the staff members have to attend the meetings

convened in the college periodically.

27. The teachers should respond cautiously to the stakeholders of the institution like parents, students, public and the statutory bodies of the college.
28. The teachers should update themselves according to the changing needs of the education policies by attending various refresher courses, faculty development programmes, orientation courses, training, etc.
29. The faculty is required to visit library and hostel to address the grievances of the students.
30. The faculty shall avoid use of mobile in the class rooms, corridors and common area.

#### **INSTRUCTIONS TO PARENTS**

- Parent's role in moulding their ward is equally important as that of the teachers. Your timely contact with college authorities and teachers will immensely help in the all-round development of your ward.
- Pay attention towards your ward's attendance and their performance in their academics in the college. Class teachers shall inform you periodically about your wards attendance percentage and academic performance in this regard.
- Cooperate with the college authorities in enforcing regularity and discipline.
- Do encourage your ward to participate in all co-curricular activities, literary activities, sports events etc organized by the college.

- Remit the fees promptly as per the schedule.
- It is obligatory on the part of parents' to attend to the Annual Parents Teachers' meet and the Parents' Teachers' Committee to address various issues and concerns.
- Parents shall keep in touch with the class teacher or faculty in-charge to know the progress and conduct of their ward.
- Parents shall be equally responsible for the regular attendance and conduct of their ward.
- Parents may contact the faculty in-charge for any inconvenience or grievances of their ward in the college.
- Parents shall refrain from canvassing or pressurising the college authorities with regard to their ward's shortage of attendance or Continuous Internal Assessment (CIA) marks.