



## BMS SCHOOL OF ARCHITECTURE

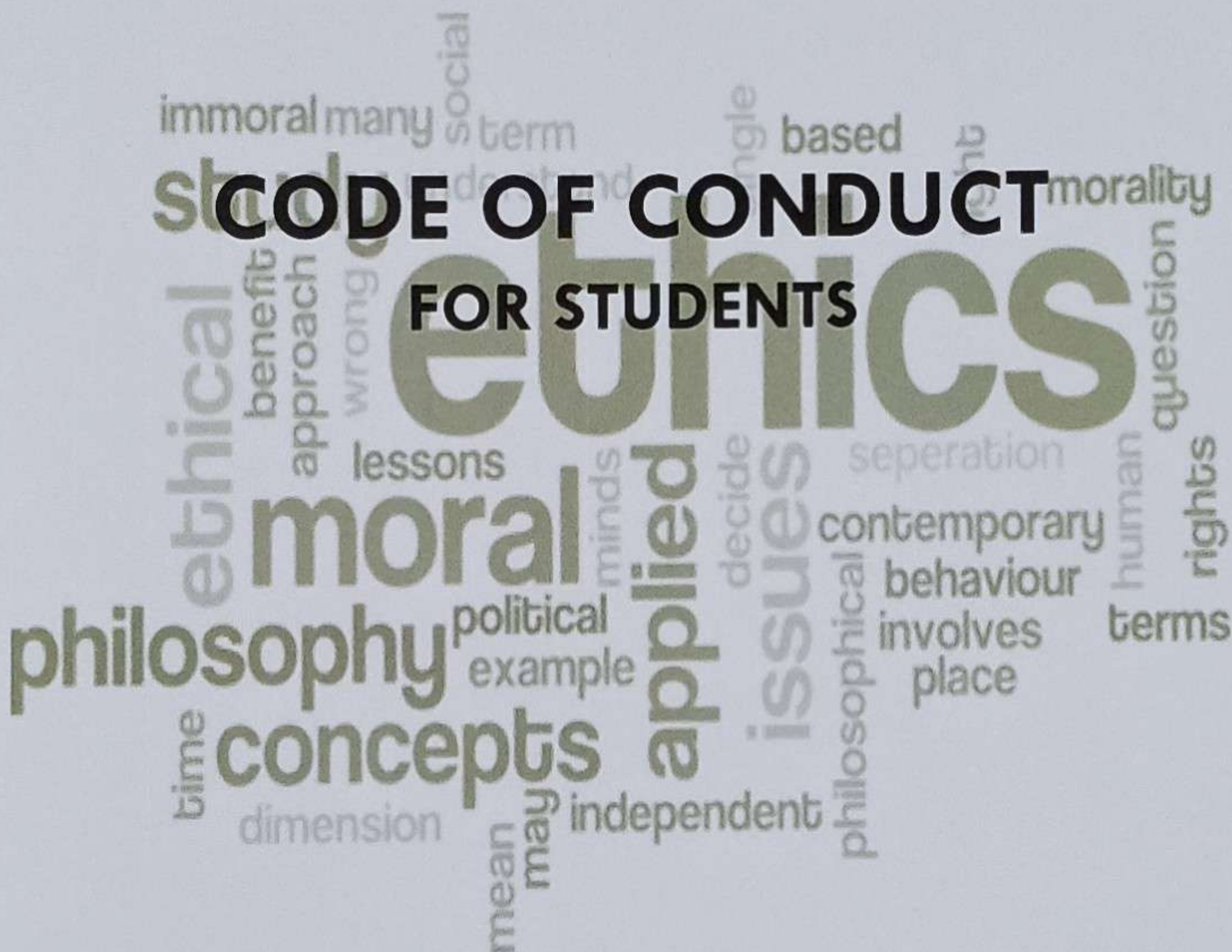
### Code of Conduct in Institution

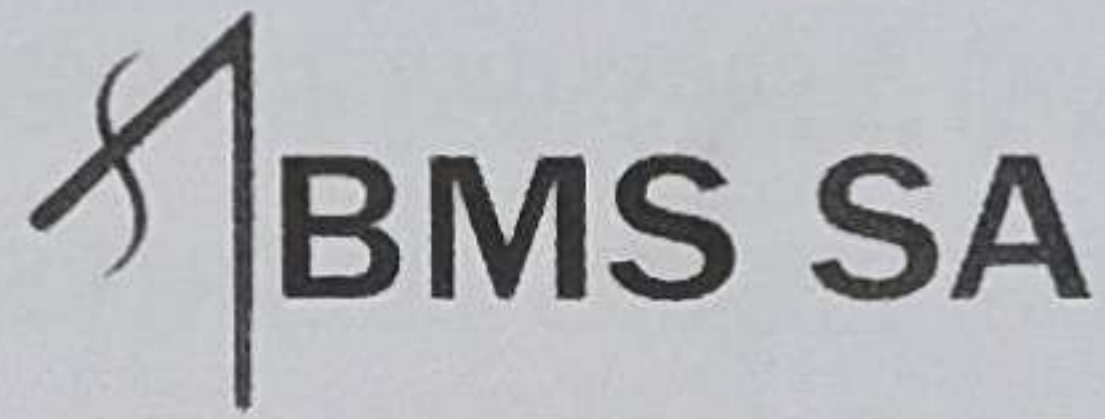
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# BMS SCHOOL OF ARCHITECTURE

Off BMSIT Campus, Doddaballapur Main Road, Avalahalli,  
Yelahanka, Bengaluru, Karnataka 560064





## **CODE OF CONDUCT FOR STUDENTS OF BMSSA**

The BMS School of Architecture will strictly follow the VISVESVARAYA TECHNOLOGICAL UNIVERSITY REGULATIONS. All enrolled students are required to abide by the VISVESVARAYA TECHNOLOGICAL UNIVERSITY REGULATIONS.

### **BMS SCHOOL OF ARCHITECTURE DISCIPLINE POLICY**

As an Institution, we believe in holistic development in academic and non-academic activities of a student. We expect BMSSA students to behave at all times in a manner that reflects the ethos of the Institution. This being the primary motto, we in consent, state the following disciplinary guidelines.

BMS School of Architecture believes that it is important to practice a positive working environment which is healthy and conducive for all involved- students, parents and faculty members. For effective implementation of the same, it requires equal participation from everyone whole-heartedly.

**Wishing all students a successful and enjoyable tenure at BMS School of Architecture!**

## **BEHAVIOUR**

Positive learning environment and polite and respectful attitude towards fellow students and faculty is expected from students of BMSSA at all times. Disruptive behaviour shown to any staff or fellow students will be considered a breach of conduct and will invite *stern disciplinary action*.

17CCS 1.0 A collaborative environment is practiced in BMSSA, and students are expected to co-operate in that regard. Any kind of physical and verbal aggression will be shown *zero tolerance*.

17CCS 1.1 Shouting and running in the corridors is strictly discouraged in the interest of safety.

## **17CCS 2.0 PUNCTUALITY**

17CCS 2.1 Students at BMSSA should be present in the respective class as per the schedule/time-table.

17CCS 2.2 Students shall complete their breakfast/lunch, well before commencement of classes. No concession for the same will be granted during the class hours.

17CCS 2.3 Grace of maximum 10 minutes will be considered only in *exceptional cases*.

## **17CCS 3.0 ATTENDANCE REQUIREMENT**

- 17CCS 3.1 BMSSA is a VTU affiliated college. **VTU requires 85% attendance** from students to be eligible for external exams. *10% of attendance can be condoned for medical emergency, extra-curricular activities, seminars, workshops, competitions etc. (refer VTU Regulations point 15 OBA 3.1).*
- 17CCS 3.2 We at **BMSSA**, expect the student to have a minimum of **75% attendance** to be **eligible** to take up any **internal assessments**.
- 17CCS 3.3 **Shortage in attendance** in one or more subjects by the end of the semester will result in **detainment for one year** (refer VTU Regulations point 15 OBA 3.4).
- 17CCS 3.4 In case of any medical emergency:
- **Medical certificate** from a registered doctor has to be submitted within 2 days of re-joining the college.
  - Medical certificate has to be shown to all the subject teachers and has to be submitted to the respective proctor.

17CCS 3.5 In case of any participation in extra-curricular activities:

- Approval letter from the director has to be furnished to respective subject teachers beforehand in case of any extra-curricular activities, site visit, case study or any other occasion.
- Being absent is not an excuse to miss the deadline for any submission.

## **17CCS 4.0 INTERNAL ASSESSMENT**

17CCS 4.1 Internal assessment for individual subject will be carried out by respective faculty as per the approved scheme of evaluation.

17CCS 4.2 **3 internal assessments** will be conducted during the course of the semester in the form of written tests or any other form of submission as deemed fit by the faculty.

17CCS 4.3 **Minimum of 50% marks** is required **to pass** **internals** to be eligible to take up external exams. *(refer VTU Regulations point 15 OBA 4.7).*

17CCS 4.4 **Re-test:**

- Re-test are conducted for the students who fail to acquire minimum 50% progressive marks after 3 internals/viva/submissions. **Re-test are at the discretion of the faculty.**
- **Maximum of 2 re-tests** would be conducted within 1 week of the end of the semester.

17CCS 4.5 After finalization of internal marks (IA + re-test) *no request for consideration* for the same will be entertained.

## **17CCS 5.0 STUDIO/CLASSES**

17CCS 5.1 For any studio classes, student should be present on time for entire duration of the class to be eligible for full attendance.

17CCS 5.2 Students should be present for all the studio classes of a particular subject to be graded for progressive marking during the week.



- 17CCS 5.3 Students shall bring all the required equipment for drafting classes and stationery for theory classes. *Attendance will not be given to the students without the same.*
- 17CCS 5.4 Students at BMSSA are not allowed to take a drop or back for any subject until the finalization of internal marks.
- 17CCS 5.5 Students should **adhere to the timeline** for all the assignments/studio submissions specified by the respective faculty. Late submissions will invite negative marking. No amount of pressure on faculty from any quarters to accept late submissions will be entertained.
- 17CCS 5.6 Students should **refrain from using mobile phones** or any other gadgets during class unless specified. The **gadget will be confiscated**, if any student is found using the same during the class hours.

## **17CCS 6.0 YEAR BACK STUDENTS**

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17CCS 6.1 All year back students, students with one or more subjects back should **register** with the concerned subject teacher **within 15 days of the commencement of the semester** to be eligible to take up internal exams/guidance and clarification.

Failing the above they will *not be entitled to any internal marks* and not eligible to take up the University exams.

17CCS 6.2 Students who have registered for the back subjects should meet the subject teachers on regular basis to submit assignments, get clarifications, etc. *Last minute submissions and clarifications will not be entertained.*

## **17CCS 7.0 ACADEMIC HONESTY**

17CCS 7.1 Students of BMSSA, shall make sure that all the **work submitted is original and not replicated** from any other person or source.

- 17CCS 7.2 Any sort of **plagiarism** will result in the student receiving **no credit** for the assignment/assessment.
- 17CCS 7.3 Students should **not adopt unfair means** like glass tracing for studio work, if found guilty **strong action will be taken** by the concerned faculty against the erring student.
- 17CCS 7.4 Any student *repeating the act of plagiarism will not be entitled to any internal marks* for that particular subject.
- 17CCS 7.5 During the internal examinations, if any student is found adopting unfair means, they will *not be graded for that internal and stern action will be taken by the concerned faculty.*

## **17CCS 8.0 PROCTOR**

- 17CCS 8.1 BMSSA has a robust proctor system, in which each student is assigned a proctor to address *academic grievances*. Students can approach in-house counsellor to address personal grievances.
- 17CCS 8.2 Students at BMSSA, should ensure to find out who is their proctor at the beginning of the semester.

- 17CCS 8.3 It is mandatory for students to *meet their respective proctors' at-least once a month.*
- 17CCS 8.4 Students shall inform their parents/guardians to **meet their proctors during the PTM**, *or at-least once during the course of the semester, preferably before 3<sup>rd</sup> internal assessment.* This will assist the parents to get an update on their wards academic performance and status of attendance.
- 17CCS 8.5 Students and parents are requested to *discuss their academic issues/concerns with the respective proctor before approaching the next level.*
- 17CCS 8.6 In case of **non-compliance** to the above point, parents/guardians meeting with faculty at the *end of the semester regarding marks and attendance will not be entertained.*
- 17CCS 8.7 Parents/guardians meeting with the faculty should always be on **prior appointment.**

## **17CCS 9.0 DRESS CODE**

17CCS 9.1 All students at BMSSA are expected to be **decently dressed** at all times.

17CCS 9.2 Students should refrain from wearing pyjamas, noodle strapped dresses, cropped tops, stressed jeans and dresses above knee length, failing which the students will be **barred** from the campus.

## **17CCS 10.0 ADHERENCE**

17CCS 10.1 Students at BMSSA are expected **to maintain decorum** in all the interactions with all teaching and non-teaching staff. Any student found violating this will be liable to an appropriate disciplinary action.

17CCS 10.2 Students must **display their identity card** at all times within the premises, failing which they will be de-barred from the campus. *If it is lost, a duplicate card should be procured with a request letter and fine prescribed by the authorities.*

17CCS 10.3 BMSSA as an institution does not take any responsibility for the loss of valuables. If any student finds any lost item, they should

immediately hand it over to the lost and found committee.

17CCS 10.4 Any *misconduct in the BMSSA bus journey*, such as use of inappropriate language, behavior that causes inconvenience to others, throwing things outside the bus, comments to passers-by, will call for action against the concerned student. The staff travelling in the bus or the bus attendees would address the issue and report the same to the Director for *stern disciplinary action*.

17CCS 10.5 Littering, treading on lawn, defacing or damaging any property is punishable with fine or stern corrective action.

17CCS 10.6 Students are forbidden from organizing or attending any meeting in the institution premises without prior permission from the concerned authority. Circulation or distribution of any hand bills or notice etc. without prior permission is prohibited. They are also prohibited from indulging in business activities/monetary transactions in the premises. In case any student is caught engaging in any of the above mentioned

activities, *management can take strict action against the concerned student/s.*

17CCS 10.7 Students should not engage in any of the above activities outside the college premises using the name of the institution. *If found guilty, strict disciplinary action will be taken.*

17CCS 10.8 Indulging in **ragging** in any form inside/ outside the campus, hostels, college bus etc. is **strictly prohibited**. *Non- adherence may result in rustication. As per Supreme Court directive ragging is cognizable offence punishable under IPC and police case will be registered against the offenders. College authority will not take any responsibility of any student booked by law enforcing authority in case of ragging.*

17CCS 10.9 **Eve teasing** and any form of **sexual harassment** inside/ outside the campus, hostels, college bus etc. will result in **rustication** from the college.

17CCS 10.10 Use of unfair means during the examination will automatically disqualify the student from the examination and may result in student being expelled from the college.

17CCS 10.11 BMSSA has a robust proctor system, where the student can approach his/her faculty advisor (proctor) in case of academic issue that the student may be facing. The proctor shall try to resolve the matter else advice the students to either take the assistance of the in-house counselor or approach the Director.

17CCS 10.12 Any act of **indiscipline or breach of conduct** at any point of time would be strictly dealt with and depending on the severity of the case; the **student may be expelled** from the roll of the college. In such matters, decision of the Director/HOD/Management shall be final.

17CCS 10.13 Management/ Director/HOD is free to change /amend/add rules and regulations and their decision is final and binding to all concerned.



**17CCS 11.1 COUNCIL OF ARCHITECTURE(COA)  
REGULATIONS FOR ARCHITECTURAL  
EDUCATION**

17CCS 11.2 The architecture course shall be of minimum duration of 5 academic years / 10 semesters of approximately 18 working weeks each inclusive of one year of practical training after the first stage in a professional's office.

17CCS 11.3 The 5 years Bachelor's Degree Course in Architecture may be conducted in two stages:

- The **First stage** of the course shall be the first **3 academic years or 6 semesters** (each of approximately 18 working weeks) of institutional academic studies. The First stage shall be **completed within 5 years of** admission to the B.Arch. Course.
- The **Second stage** of the course shall be of **2 academic years/ 4 semesters** including one year of practical training.

17CCS 11.4 Registration under the Architects Act, 1972, is acceptable only after successful completion of both the stages.

17CCS 11.5 The Council of Architecture is charged with the responsibility to regulate the education and practice of profession throughout India. Students graduating with a B.Arch degree should be registered with COA to be able to practice architecture anywhere in India.

## **MISSION**

BMS School of Architecture is dedicated to educating future generations to be ethical professionals, creative designers and informed citizens.

## **VISION**

The vision of the school is to build a world - class research and educational institution where knowledge is power, encouraging innovations and providing services for sustainable built environment and architecture

## **Chapter 5.0: Code of Conduct for Teachers**

### **5.1 No Teacher Shall:**

- 5.1.1 Knowingly or willfully neglects his / her duties.
- 5.1.2 Propagate through his/her teaching lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
- 5.1.3 Discriminate against any student on the ground of religion caste, creed, language, gender, place or origin, social and cultural back ground of any of them.
- 5.1.4 Indulge in or encourage any form of malpractices connected with the examination or other activities of the institution.
- 5.1.5 Make any sustained neglect in conducting class work or home work done by the students.
- 5.1.6 While being present in the institution, absent himself/herself except with the prior permission of the Head of the Institution from the class which he / she is required to attend.
- 5.1.7 Remain absent from the Institution without leave or without prior permission of the Head of Institution, provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reasons beyond the control of the teacher (serious emergencies) it shall not be deemed to be breach of the code of conduct if on return to duty, the teacher has applied for leave and obtained post facto approval for the necessary sanction for the leave is required.
- 5.1.8 Accept any job of a remunerative or any non- remunerative character from any source other than the Institution or give private tuition to any student or other person or engage himself / herself in any business unless permitted by the Head of Institution.
- 5.1.9 Prepare or publish any book or books, articles in press and media, whether directly or indirectly without the permission of the Principal.
- 5.1.10 Ask for or accept (except with the previous sanction of the Principal) any contribution or otherwise associate himself/herself with the raising of any funds or make any other collections, Whether in cash or in kind, in pursuance of any object whatsoever.
- 5.1.11 Engage himself/herself as selling agent or canvasser for any publishing firm or trader.
- 5.1.12 Enter into any monetary transactions with any student or parent nor shall he / she exploit his/her influence for personal matters in such a manner that he / she has to incur a debt beyond his/her means to repay.

- 5.1.13 Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent of any student with whom he/she comes into contact by virtue of his/her position in the institution/college.

**Explanation:**

The expression gift shall include free transport, boarding, lodging or any service or any other pecuniary advantage when provided by person other than near relation or personal friend having no dealings with him/her in connection with institution.

On occasions, such as weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice, provided directly or indirectly it does not form act of corruption.

- 5.1.14 Practice or incite any student to practice castism, communalism or un- touchability.
- 5.1.15 Cause or incite any other person to cause any damage to institution property. Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the Institution premises.
- 5.1.16 Be guilty of or encourage, violence or any conduct which involves moral turpitude.
- 5.1.17 Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee of the institution.
- 5.1.18 Organize or attend any meeting during the institution hour except where he/she is required or permitted by the Principal to do so.
- 5.1.19 No teacher shall undertake private tuition or any other assignment in any other Institution/Government departments /NGOs etc., without explicit permission from the head of the institution.
- 5.1.20 No teacher shall be permitted to inflict corporal punishment on a student.
- 5.1.21 punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the Principal of the Institution
- 5.1.22 Abide by the rules and regulations of the institution and also show due respect to the constituted authority.
- 5.1.23 Take prior permission from the BOM for contesting/canvassing for any election and obey any direction issued by the BOM.
- 5.1.24 Nothing containing in sub rules of 6.2 shall be deemed to take way or bridge the right of a teacher/employee.
- 5.1.25 To appear for any examination to improve his/her qualifications

- 5.1.26 To become or to continue to be a member of any literary scientific or professional organization.
- 5.1.27 To make any representation for the redressal of any bonafide, grievance, subject to the conditions that such representation is not made in any rude or indecorous language.
- 5.1.28 To organize or attend any meeting outside the Institution hours subject to the conditions that such meeting is held outside the institution premises provided such meetings are not detrimental to the interests of the institution.
- 5.1.29 The breach of any condition specified in sub rules of 6.2 shall be deemed to be breach of the code of conduct.
- 5.1.30 The code of conduct specified for teachers shall apply to all other employees of the institution.
- 5.1.31 The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
- 5.1.32 The staff shall maintain confidentiality. They shall not give or pass any information to any person unless he or she has been authorized to do so.
- 5.1.33 The staff shall ensure the safety of all the files, office equipment and other properties of the college under their custody.
- 5.1.34 The staff will not tamper or alter any records / documents without the approval of the Head of the Institution.
- 5.1.35 The staff will work to ensure that all necessary assistance is provided to the Head of the Institution to meet the necessary deadlines noticed by competent authority.
- 5.1.36 The staff shall not act in a manner amounting to insubordination, breach of trust, fraud etc.
- 5.1.37 The staff shall conduct themselves in a professional, cooperative and ethical manner and maintain the highest standards of decorum in the office.
- 5.1.38 They will assist the authorities in conduct of various programs & events in the college
- 5.1.39 No representations will be forwarded direct to the higher officials but only through proper channel.
- 5.1.40 No staff member shall seek the interview directly with the higher officials unless the authority down the line has been exhausted.

In other words, the interview of the higher officials should be sought through immediate superior (proper channel). Any violation will attract disciplinary action. The BMSET/BOG shall authorize the Principal of BMSCL to take appropriate steps/actions against the employee who does not adhere to the above said rules.

## **5.2 Misconduct & Suspension:**

### **5.2.1. Misconduct:**

Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct.

- 5.2.2 Theft, fraud and dishonesty in connection with the property of the institution.
- 5.2.3 Demanding/accepting or offering bribe or any illegal gratification whatsoever.
- 5.2.4 Drunkenness, fighting, notorious or disorderly or indecent behavior within the premises of the institution.
- 5.2.5 Willful insubordination or disobedience whether individually or in group with others to any lawful and reasonable order of a superior.
- 5.2.6 Sleeping while on duty.
- 5.2.7 False statement made in the application for employment subsequently.
- 5.2.8 Anywhere within the establishment causing or threatening to cause mental and/or physical pain or injury to other employees either individually or collusion with others.
- 5.2.9 Committing any act likely to harm or endanger the institutions property.
- 5.2.10 Deliberately destroy or damage equipment's or building.
- 5.2.11 Conviction for any criminal offence including moral turpitude.
- 5.2.12 Refusal to accept any communication charge sheet from the authority of institution.
- 5.2.13 Abstaining from appearing before any enquiry/authority/committee.
- 5.2.14 Failure to produce documents/papers etc., when called for
- 5.2.15 Habitual neglect of work
- 5.2.16 .Smoking, chewing tobacco/Gutaka/Pan Masala/Chewing gum and any other prohibited material whining the institution.
- 5.2.17 Habitual indiscipline or loitering.
- 5.2.18 Refusal to work any bonafide assignment, not attending to evaluation duty or other academic assignment assigned by the Principal, University or BOG
- 5.2.19 Habitual irregularity in attendance.
- 5.2.20 Gambling within the premises of the institution.
- 5.2.21 Leaving the institution before time without permission.
- 5.2.22 Engaging or abetting in abusing and causing physical violence with another employee at any time in the institution.
- 5.2.23 Habitual absence without leave or overstaying when on leave.
- 5.2.24 Holding of unauthorized meetings in the institution.
- 5.2.25 Discourteous behavior.

- 5.2.26 Causing sexual harassment.
- 5.2.27 Wearing objectionable dress and indecent exposure of the body.
- 5.2.28 Attending natures call/spitting in open in the institution.

### **5.3 Suspension**

The BOM or any other Competent Authority specified by the BOM may place an employee under suspension.

- 5.3.1 Where a disciplinary proceeding against the employee is contemplated or is pending.
- 5.3.2 Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial.
- 5.3.3 An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.
- 5.3.4 An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

### **5.4 Subsistence Allowance**

- 5.4.1 An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.
- 5.4.2 Where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period, subsequent to the period of the first six months as follows.
- 5.4.3 The amount of subsistence allowance may be increased to 75% of the emoluments referred to in sub rule 5.3.3.1 if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing not directly attributable to the employee under suspension.
- 5.4.4 The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee under suspension.
- 5.4.5 No subsistence allowance is payable to the employee unless the management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.



## **5.5 Treatment of period of Suspension:**

If the concerned employee is honorably acquitted and reinstated, the fully pay and allowance which he would have been entitled to if he had not been suspended or reduced by the subsistence allowance already allowed to him/her be paid.

## **5.6 Discipline & Penalties:**

5.6.1. Penalties: The BOG or any other authority empowered in his behalf herein called the “Disciplinary Authority” may for good and sufficient reasons impose one or more penalties on employees as detailed below:

5.6.1.1. Fine in the case of Class IV employees.

5.6.1.2. Censure.

5.6.1.3. Withholding of Increments.

5.6.1.4. Withholding of Promotion.

5.6.1.5. Recovery from pay of the whole or part of any pecuniary loss caused by the negligence of breach of the Administration of the authority to whom the services of the employee had been lent.

5.6.1.6. Reduction to a lower stage in the time scale of pay for specified period with or without the effect of postponing the future increments of his/her pay.

5.6.1.7. Reduction to a lower time scale of pay, grade, post or service which shall unless otherwise directed by a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or Without direction regarding:

5.6.1.7.1. Seniority and pay in the scale of pay, grade or post or service from which the employee was reduced.

5.6.1.7.2. Conditions of restoration of the scales of pay, grade or post of service from which the employee was reduced and his seniority and pay and such restoration to that scale of pay, grade, post of service.

5.6.1.8. Compulsory retirement from service.

5.6.1.9. Removal from service which shall not be a disqualification for future service elsewhere.

5.6.1.10 Dismissal from service.

**Note:** The Principal is authorized to impose the penalty mentioned in clause 6.4.1.1 & there shall be no appeal against his/her decision.

## **5.6.2. The following shall not amount to a penalty within the meaning of this rule**

- 5.6.2.1 Withholding an increment of an employee for failure to pass a prescribed departmental of language examination.
- 5.6.2.1 Stoppage of an employee's pay at the efficiency bar in the time scale on the ground of his unfitness to cross the bar.
- 5.6.2.2 Non-promotion to a higher post, whether in a substantive or officiating capacity after consideration of his case.
- 5.6.2.3 Reversion to a lower post while officiating in a higher post on the ground that he is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct.
- 5.6.2.4 Compulsory retirement in accordance with provisions relating to his superannuation or with the abolition of department or work related to his qualification.

## **5.7 Termination of the Service:**

- 5.7.1 The BOG or any other authority empowered by it in this behalf may place an employee under suspension where a disciplinary proceeding against his is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trail. During the period of suspension, the employee may be paid subsistence allowance as per Karnataka Civil Service Rules enforce.
- 5.7.2 Where on the conclusion of the enquiry, the BOG makes an order fully exonerating or acquitting him, the period of suspension shall be treated as period of duty and the be entitled to full pay and allowances due to him.
- 5.7.3 Where the BOG makes an order imposing any penalty, other than compulsory retirement, removal from service or dismissal, the employee shall be paid for the period of suspension such portion of his pay and allowances as the BOG may in its discretion specify and period of suspension shall count as duty unless the BOG ha otherwise directed.
- 5.7.4 Where the BOG makes an order imposing the penalty of Compulsory retirement, removal from service or dismissal the employee shall be paid for the period of suspension such portion of his pay and allowance as the BOG may in its discretion, specify.

## **5.8 Procedure for imposing Penalties:**

No order shall be passed imposing any of the penalties specified in clause (5.4.1.4 to 5.4.1.10) in this chapter except after an inquiry held in the following manner as per provisions of KSC(CCA) rules.

- 5.8.1 Definite charges should be framed on the basis of the allegations and which the enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations on which they are based shall be furnished to the employee and he/she shall be required to submit his/her written explanation within a specified time limit and also to state if he/she desires to be heard in person.
- 5.8.2 For the purpose of preparing his/her offence, the employee may be allowed to offer explanations (concerning self) required by him/her at the discretion of the disciplinary authority. He/she may be allowed to take copies of such.
- 5.8.3 On receipt of the explanation within the time limit, the disciplinary authority may itself enquire into such of the charges as are not admitted or appoint a committee of inquiry or an inquiry officer for the purpose.
- 5.8.4 The enquiring authority shall consider such documentary evidence and take such oral evidence as may be relevant in regard to the charges. On behalf of the employer a presenting officer shall present the case before the enquiring authority. The employer shall provide all the documents in support of the charge. The Witnesses appearing in support of the defense may be cross examined by the person presenting the case of the charges namely the presenting officer.
- 5.8.5 On the conclusion of the enquiry, the inquiring officer shall prepare and submit a report on its findings in respect of each of the charges to the disciplinary authority. In case the disciplinary authority decides to accept the report of the enquiring authority for imposing any of the major penalties specified in clause 5.4.1 chapter-6 Supra, copies of the findings and of the report of the inquiring authority and of the documents relied upon by the enquiring authority for its findings shall be furnished to the employee notifying the action proposed to be taken by disciplinary authority by way of imposition of any of the afore said major penalties and the employee shall be given a reasonable opportunity to submit any representation in writing that he/she may wish to make against proposed penalties if the employee desires he/she may be permitted to make personal presentation also before the disciplinary authority in support of his/her written representation. The disciplinary authority shall take into consideration such representation made by the employee before passing orders.

- 5.8.6 In regard to imposition of minor penalties specified in clause 5.4.1 of Chapter 6, the procedure to be followed is as follows 5.10.7.1. The employee should be informed of the allegations and the action or proposed action to be taken and he/she should give an opportunity to make any representation that he/she may wish to make.
- 5.8.7 The disciplinary authority shall consider such representations before passing an order.
- 5.8.8 Notwithstanding the aforesaid rules, such other rules that are made and shall be made by the Board of Governors and other competent authority are made applicable to the employees of the BMS School of Architecture.
- 5.8.9 Principal is the disciplinary authority, Chairman of BOG is the Appellate Authority, an appeal must be filed within in 30 days from the date of the order of the disciplinary authority. The BOG is the Reviewing Authority in respect of disciplinary measures.
- 5.8.10 A review from the order of the Appellate Authority with Council of Trustees, within 30 days from the date of passing of the order by Appellate Authority

## **Chapter 11.0: Norms Related to Staff**

### **11.0 Rules & Regulations for Staff Members**

“The staff shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non adherence or non- compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee”.

- 11.1 The staff members must be punctual to duty.
- 11.2 The staff shall stay in the workplace during the working hours of the Institute
- 11.3 The staff shall discharge the responsibilities diligently in honest and un- biased manner with total commitment.
- 11.4 The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so.
- 11.5 The staff shall desist from falsifying/tampering any records or documents.
- 11.6 The staff shall take precautions to protect equipment, materials and facilities.
- 11.7 The staff shall take up other responsibilities prescribed by the Superiors from time to time.
- 11.8 The staff shall wear uniforms provided (if any) while on duty.
- 11.9 The staff shall desist from borrowing/lending money from/to other employees.
- 11.10 The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.
- 11.11 The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority.
- 11.12 The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members.
- 11.13 The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct.
- 11.14 The employee shall not consume alcoholic beverages in the premises. He/ she shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He/ she shall also not arrive at work with the smell of alcohol on the breath
- 11.15 The employee shall desist from un-authorized distribution of printed material or sell items on campus.
- 11.16 The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest etc.

- 11.17 The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the Institution.
- 11.18 The staff members are expected to conduct themselves in a professional, co- operative and ethical manner.
- 11.19 Conviction in any Court of Law for any criminal offence involving moral turpitude will amounts to misconduct
- 11.20 Giving false information regarding his/her name, age, father's name, qualification or previous service at the time of the employment will also amounts to misconduct.
- 11.21 The staff shall comply with rules, regulations and policies of Management from time to time