



# KLS V DIT

*Transforming Through Technology*



**(Accredited by NAAC with "A" Grade)**

(Approved by AICTE, New Delhi. Affiliated to VTU, Belagavi)  
(Recognized Under Section 2(f) by UGC, New Delhi)

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## Code of Conduct

(An IQAC initiative)

### About KLS Belagavi

A group of freedom fighters and eminent lawyers founded the Karnatak Law Society (KLS) in Belagavi in 1939. The first institution started by KLS is R L Law College in the same year. Today, KLS has grown to become one of the most respected societies in the northern part of Karnataka, with serious academic pursuits as its hallmark. KLS has been the forerunner in all academic endeavors. It imparts unparalleled quality education in Engineering, Management, and other allied areas to more than 20,000 students through 18 institutes situated in various parts of Northern Karnataka. KLS is managed by an elite pool of professionals, which includes Lawyers, Engineers, Doctors, Industrialists, and Chartered Accountants.

### Institutions managed by KLS

1. Raja Lakhamgouda Law College, Belagavi (1939)
2. Gogte College of Commerce, Belagavi (1954)
3. School of Business Management, Belagavi (1977)
4. Gogte Institute of Technology, Belagavi (1979)
5. Institute of Management Education & Research, Belagavi (1991)
6. Vasantrao Potdar Polytechnic, Belagavi (1992)
7. Gogte Pre-University College of Science, Belagavi (1996)
8. GCC Bachelor of Business Administration, Belagavi (1996)
9. GCC Bachelor of Computer Applications, Belagavi (1999)
10. GIT Master of Computer Applications, Belagavi (1999)
11. KLS English Medium School, Belagavi (2002)
12. KLS Vishwanathrao Deshpande Institute of Technology, Haliyal (2004)
13. KLS Pre-University Science & Commerce College, Haliyal (2007)
14. GIT Master of Business Administration, Belagavi (2007)
15. GCC Master of Commerce, Belagavi (2008)
16. KLS Bachelor of Computer Applications, Haliyal (2009)
17. KLS Public School, Belagavi (2011)
18. KLS Academy (2016)

# Contents

I.	For students -----	01
II.	For teachers -----	07
III.	For non-teaching staff -----	09
IV.	For visitors -----	10
V.	For mess and coffee shop owners -	11
VI.	For suppliers -----	11

## **PREAMBLE**

KLS Vishwanathrao Deshpande Institute of Technology, Haliyal is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity, and accountability. It expects staff and students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Staff and students continue to abide by the laws of the land while at the campus, and violations of those laws may also constitute violations of the code.

## **I. For Students**

### **1. Dress code**

Suggestive, provocative clothing is not allowed to be worn in the college campus or college sponsored activities. Though college does not impose any strict dress code, but students are advised to note:

- a) Transparent attire is prohibited.
- b) Clothing or material that is inappropriate for institute or offensive to any group is not permitted.
- c) Students are expected to wear decent footwear, preferably shoes while attending class, practicals.
- d) Shall be punctual with formal dress code and should wear college ID card in the campus.

Note – Administrators have the discretion to exercise their judgment to determine if a student attire is considered disruptive, distracting, or indecent.

### **2. Denial of access to college campus**

The Principal may deny admission to a prospective student, or continued attendance to an enrolled student, if it is reasonably appears that by the student's presence or conduct, creates a disruptive atmosphere within the college or poses substantial risk of actual harm to a member of the campus community.

### **3. Trespass**

- a) In the instance of any event that the Principal deems, to be disruptive in order, or deems to impede the movement of persons or vehicles, or deems to disrupt or threaten to disrupt the movement of persons from college facilities, the Principal can
  - i. Prohibit the entry of any person, or withdraw from any person permission to enter into or remain upon any portion of a college facility.
  - ii. Issue notice against trespass to any person from whom the permission has been given/withdrawn or who has been prohibited from entering into or remaining upon all or any portion of a college facility.
  - iii. Order any person to leave or vacate all or any portion of a college facility.
- b) Any student who disobeys a lawful order given by the Principal, shall be subject to disciplinary action

### **4. Smoking and food/Intoxicating things**

Smoking and consumption of tobacco in any form in the college campus is strictly prohibited. Violation of this act shall be cause for disciplinary action. Taking food in places other than canteen and mess is not permitted.

### **5. Liquor**

Any student who, while in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any liquor, in violation of law shall be subject to discipline.

### **6. Drugs/Substance abuse**

Any student who, while in any college in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance, in violation of law, shall be subject to disciplinary action.

### **7. Theft, Stolen property**

Any student who, while in any college facility or participating in a college related program, commits theft or possesses stolen property, shall be subject to disciplinary action.

### **8. Damaging property**

- a) Any student who causes or attempts to cause physical damage to property owned, controlled, or operated by the college or to property owned, controlled, or operated by another person while said property is located in college campus, shall be subject to disciplinary action.
- b) Any student who in this or any other manner is guilty of malicious mischief shall be subject to disciplinary action.

### **9. Ragging**

Ragging is strictly prohibited in the college premises, buses and punishable under Indian Penal Code (IPC).

### **10. Offensive language and sexual harassment**

Use of offensive language, verbal or physical conduct which can be considered as sexual harassment is punishable.

### **11. Computer Trespass**

Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, a faculty member, library, department, or any other section of institute shall be subject to disciplinary action.

### **12. Photography and display on web**

Any student engages in photography either with camera or mobile, where such act offends the person or persons shall be subject to discipline. Posting of information or photograph of any student other than student himself and any college information without prior permission from Principal on web is strictly prohibited and shall be subject to disciplinary action.

### **13. Lawns**

Students are not permitted to use lawns for walking/sleeping or sunbathing purpose. Outdoor games shall be played in the designated sports grounds and using of lawns for this purpose shall be subject to disciplinary action.

### **14. Mobile phones and other gadgets**

Mobile phones and other related gadgets should not be used by students in the Library, Classrooms, Laboratories, Computer centers without prior permission of staff in charge.

### **15. Library regulations**

- a) It is a breach of the library regulations to attempt to enter any library building by use of another reader's identity card.

- Readers must show their identity card or library card on request to any member of the library when within the library.
- b) Readers before leaving library buildings must present all books, bags, and briefcases to the staff for inspection. No library book may be taken out of a library building except a book borrowed which is permitted and which has been recorded by the library staff as being on borrowed to the reader.
  - c) Mutilation or defacement of any book or article of library property is regarded as a major offence.
  - d) Readers may not use bottles of ink or correction fluid in the library.
  - e) Any marking or highlighting or underlining of any content of any book/journal is strictly prohibited.
  - f) Silence must be observed in all sections of the library. The use, in a manner causing noise or disturbance, of electrical equipment such as computers, mobile phones, personal stereos or radios is prohibited.
  - g) Readers are not allowed to bring visitors into the reading rooms unless special permission is taken from the librarian.
  - h) Readers are not permitted to reserve seats by leaving their belongings or books on seats and desks.
  - i) Readers are at all times responsible for their own property
  - j) Activities like group discussions are strictly prohibited in the reading rooms.
  - k) Readers are required to comply with the provisions of the Copyright and related Rights acts when making photocopies from material which enjoys copyright protection. Failure to comply may expose student or staff member of college, to college disciplinary procedures. Breach of the library regulations will result in disciplinary action by the Principal.

### **16. Code of conduct during examinations**

- a) The college has adopted zero tolerance towards unfair means and cheating in the examination.
- b) The college strongly advocates academic honesty in examination and views academic dishonesty seriously.
- c) Students are required to refer to the examination time table and take the examination as per the schedule.

- d) Students are required to follow the instructions given by the room superintendents / deputy chief superintendents during the examination.

**17. Hostel**

- a) Indulging in ragging or interference of any other kind is strictly prohibited. Any violation of this rule entails expulsion from the Hostel and action be taken as per law. When a student is expelled from the hostels, such students shall not be entitled for any refunds from the hostel/mess.
- b) Hostelites are not permitted to celebrate birthday parties or any festivals inside the hostel.
- c) They are barred from handling, tampering, fiddling with any equipment, scribbling on walls, or displaying obscene & vulgar pictures or paintings, bursting of crackers are forbidden and are liable for disciplinary action.
- d) Smoking, consumption of alcoholic beverages or intoxicated drugs, playing cards or any kind of gambling, keeping of any dangerous drugs or weapons is prohibited in the hostel rooms.
- e) Students shall not enter the Hostel premises in intoxicated state and should not possess such materials.
- f) The use of appliances such as immersion heaters, electric stove/ heaters/ electric irons and audio system are forbidden in any of the rooms.
- g) Hostel Warden has every right to ask the hostelite to vacate the room, if he/she is firmly convinced that the hostelites behavior/conduct is against the hostel rules or against the moral tone or if there is a violation of any of the rules mentioned above.
- h) Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty then the Hostel Management will take disciplinary action that deems fit. Depending upon the case, the Management reserves the right to take disciplinary action, amounting to even expulsion at short notice from the Hostel.
- i) The Hostel Management reserves the right to change any rules from time to time keeping the students informed through circulars displayed on the notice boards, wearing of identity cards in the college campus is compulsion.



- j) For girls: College main gate closes at 6.30 pm and Hostel gate at 9.30 pm.
- k) For boys: Hostel gate closes at 9.00 pm.
- l) Parents, guests and outsiders are not permitted to stay in the rooms and meet their wards in a specified visitors room.

**18. Transportation regulations**

- a) Wait at the dedicated bus stops, before the specified time.
- b) Queue sensibly, and get on the bus calmly and without disturbing others.
- c) Show the bus pass/ID card to the driver or staff in charge on boarding and when directed.
- d) Seats are taken on a 'first come' basis. No student can save a seat for another student.
- e) Refrain from attracting the attention of the driver except in the case of emergency.
- f) Respect bus property by not marking or damaging it.
- g) Availing transportation facility without making payment is not permitted.
- h) Good behavior with co-passengers expected.

**19. General guidelines**

- a) Shall be punctual with formal dress code and should wear college ID card in the campus.
- b) Shall be regular and punctual in fulfilling the academic requirements of the department and VTU.
- c) Shall follow instructions of college authorities in the campus.
- d) Shall participate in curricular, cocurricular and extracurricular activities arranged by Department/Institute/VTU.
- e) Shall follow guidelines in laboratories for safety and proper use of equipments.
- f) Shall comply instructions communicated through notices and messages in class WhatsApp group.
- g) Shall attend all counselling sessions conveyed by mentors and feel free to explain academic/personal/career difficulties and seek solutions.
- h) Shall use resources judiciously, promote sustainability and reduce the impact on environment in every action.
- i) Grievances, if any, to be conveyed to HoD/Deans/Principal/Grievance Redressal Committee. Shall

- refrain commenting negatively about the Institution/Department on social media platforms.
- j) Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate misconduct and violations are subject to disciplinary actions.
  - k) Shall save electricity by switching off fans and tube lights when not in use. While exiting the classroom, switch off all the fans and tube lights and conserve electricity.
  - l) Shall protect all college property from damage. No scribbling on walls, carving on benches or destroying college furniture. Handle test tubes, glass, and other fragile lab equipments, chemicals and acids safely and with care so as to minimize damages due to mishandling/ breakage.
  - m) Shall carefully handle all teaching aids, projectors, white boards, fixed in classrooms/laboratories.
  - n) Shall know about disaster management procedures and safety measures to deal with emergencies like fire, flood etc.

## **II. For Teachers**

KLS Vishwanathrao Deshpande Institute of Technology, Haliyal is striving for academic excellence, and progress of engineering. Education, research has been conducted in alignment with our national needs and priorities and ensures that our mission, objectives make contributions to global needs.

1. Shall value and support institute community that is diverse in gender, caste, creed, religion, region, educational background, talent, skill, and experience.
2. Shall be regular and punctual to the Institute and classes.
3. Shall comply all academic, administrative and accreditation requirements.
4. Shall make proper arrangements during leave period.
5. Shall comply Karnatak Law Society service rules.
6. Shall complete lesson plan, class engagement and assessment without deviation.

## Code of Conduct

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7. Shall help the students to overcome their problems through mentorship.
8. Shall be in dress code during college hours (Refer. KLS/109/23/10, Dt: 27/05/2010).
9. Shall be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
10. Shall report student committing any act of academic or non-academic misconduct within the college campus, to the authorities concerned.
11. Shall be a springboard for the students' academic success, personal growth, and placement.
12. Shall communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of differences and different perspectives.
13. Shall exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence, etc.
14. Shall protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
15. Shall adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
16. Shall promote sustainability and reduce the impact on environment in all actions.
17. Faculty who is appointed as a member of any duly constituted committee of the University/Institute must attend all meetings of such committees. Examination related orders of VTU to be complied without deviation.
18. Whenever an employee wishes to put forth any claim, or seeks redressed of any grievance, he/she must forward his/her case through proper channel (e-mail communications not entertained).

19. Shall encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
20. The shared College resources like computers, projectors, etc. are to be used carefully and judiciously.
21. Leave cannot be demanded as a matter of right. It is granted subject to administrative/academic convenience. Leave applications are to be submitted in advance not by SMS or calls or E-mail except in emergency situations.
22. Respect hierarchy and refrain from by-passing it. Seek redressal of their grievances through appropriate channel.
23. Shall participate in constructive debates to improve the institution, but refrain from negative and loose talk damaging the image of the institution.
24. Shall follow instructions of higher authorities and Management. Failure of which will attract disciplinary action.

### **III. For non-teaching staff**

1. Shall be regular and punctual to the Institute and Department/Section.
2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
3. Consumption of alcohol, intoxicants, tobacco, and smoking is strictly prohibited while on duty.
4. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.
5. Whenever an employee wishes to put forth any claim, or seeks redressed of any grievance, he/she must forward his/her case through proper channel (e-mail communications are not entertained).
6. Shall comply Karnatak Law Society service rules.
7. Follow the organizational hierarchy and protocol.

## **IV. For visitors**

1. Visitors must enter the personal details and purpose of visit at security check point located at main gate.
2. Visitors should familiarize themselves with and abide by all college policies, rules, and regulations during their visit.
3. Visitors must not engage in any form of discrimination, harassment, or bullying towards students, faculty, staff, or other visitors based on any protected characteristic.
4. Visitors should maintain a reasonable noise level and avoid disrupting academic activities, events, or any other college operations.
5. Visitors must comply with the college's smoking and substance use policies, i.e., complete smoking ban on campus.
6. Visitors should treat college property with care and respect, refraining from vandalism, theft, or any behavior that may damage the college's facilities, equipment, or environment.
7. Visitors are expected to comply with laws of the land while on campus.
8. Visitors should follow designated parking areas and transportation guidelines established by the college.
9. Visitors attending college events or activities should adhere to any additional guidelines or codes of conduct specific to those events.
10. Visitors are encouraged to report any concerns or incidents to the appropriate college authority, such as campus security, or administrative office.
11. Entry to campus in groups representing any organization, coming with flags, and rising slogans is strictly prohibited.

## **V. For mess and coffee shop owners**

1. Shall maintain cleanliness and serve hygienic food.
2. Shall get rate card approved by Head of the Institution.
3. Shall cooperate with food committee during their visit.
4. Shall comply statutory requirements of health department, municipal council, and other authorities.
5. Shall ensure no child labor is appointed.
6. Shall segregate degradable and non-degradable waste and hand it over to municipal authorities.

## **VI. For suppliers**

1. All quotation/tenders called for must be submitted in sealed cover.
2. Suppliers must comply with all applicable local, national, and international laws, regulations, and standards related to their business operations.
3. Suppliers should demonstrate high ethical standards in all aspects of their operations, including but not limited to integrity, honesty, fairness, and transparency.
4. Suppliers must not engage in any form of corruption, bribery, or unethical practices. They should maintain accurate records of transactions and avoid any conflicts of interest.
5. Suppliers should provide products and services that meet or exceed agreed-upon quality standards and comply with all applicable safety regulations.
6. Suppliers should minimize their environmental impact by adopting sustainable practices, promoting waste reduction, energy efficiency, responsible resource management, and compliance with environmental laws and regulations.
7. Suppliers should respect the confidentiality of information shared by the college and protect intellectual property rights.
8. Suppliers should disclose any potential or actual conflicts of interest that may arise in their relationship with the college and take appropriate measures to address them.

## ದೃಷ್ಟಿ

ವಿದ್ಯಾರ್ಥಿಗಳ ಪ್ರತಿಭೆಯನ್ನು ಗುಣಮಟ್ಟದ ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ, ಸಂಶೋಧನೆ ಮತ್ತು ನಾವೀನ್ಯತೆಯ ಮೂಲಕ ಪ್ರೋತ್ಸಾಹಿಸುವುದು/ಪೋಷಿಸುವುದು.

## ಗುರಿ

1. ಕಲಕಾ ಪದ್ಧತಿಯಲ್ಲಿ ಹೊಸ ಪದ್ಧತಿಗಳ ಅಳವಡಿಕೆ, ವಿವಿಧ ಶಾಖೆಗಳ ಅಧ್ಯಯನಕ್ಕೆ ಪ್ರೋತ್ಸಾಹ ಮತ್ತು ಪರಿಕಲ್ಪನಾ ಕಲಕೆಯ ವರ್ಧನೆ.
2. ವಿದ್ಯಾರ್ಥಿಗಳಲ್ಲಿ ಸ್ಪರ್ಧಾತ್ಮಕ ಗುಣಸಂವರ್ಧನೆ, ವೃತ್ತಿಪರ ನೀತಿ ಸಂಹಿತೆ ಮತ್ತು ಉದ್ಯಮಶೀಲತಾ ವಿಚಾರ.
3. ಕೈಗಾರಿಕೆಗಳ ಜೊತೆ ಉತ್ತಮ ಪಾಲುದಾರಿಕೆ, ಮತ್ತು ಅಂತರಾಷ್ಟ್ರೀಯ ಸಂಸ್ಥೆಗಳೊಂದಿಗೆ ಒಡಂಬಡಿಕೆ
4. ಸಾಮಾಜಿಕ ಬದ್ಧತೆಯ ಅರಿವು ಮೂಡಿಕೆ.
5. ಸಮಗ್ರ ಮತ್ತು ಸುಸ್ಥಿರ ಅಭಿವೃದ್ಧಿಯತ್ತ ಗಮನ.

## Vision

To nurture talent and enrich society through excellence in technical education, research, and innovation.

## Mission































1. To augment innovative pedagogy, kindle quest for interdisciplinary learning & to enhance conceptual understanding.
2. To build competence, professional ethics & develop entrepreneurial thinking.
3. To strengthen industry institute partnership & explore global collaborations.
4. To inculcate culture of socially responsible citizenship.
5. To focus on holistic & sustainable development.

## VDIT at Glance

85	21	19	24	30+	₹ 50+	93+
Teaching Staff	Teaching Staff with Ph.D.	Patents Published	Industry Connects/ MoUs	Addon Courses	Lakh Research Fund Received	Research Articles Published Journals

\*Data as on July 2023

## Our Professional Associations

Professional Bodies					
<b>ISTE</b> 	<b>IEEE</b> 	Confederation of India Industry <b>CII</b> 	IE (I) 	Indian Occupational Safety 	Indian Institute for Management Education 
Government and Public Sector Units			Academic Trainers		Start-Up Support
Centre for Development of Advanced Computing 	HAL Management 	GT & TC 	ICT Academy 	BITES 	NAIN Centre 
KRIDL 	BSNL 	HESCOM 	KLS Academy 	FIROS 	Deshpande Startups 
Product and Service Industries					
EduSkills Foundation 	Red Hat Academy 	Juniper 	VOLVO India 	TOYOTA Bharat 	TATA Technologies 
AWS Academy 	Paloalto 	Blueprism 	Siemens CoE 	Celonis 	Git Hub 

## TEAM VDIT



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