



# **KARNATAK LAW SOCIETY'S**

## **SERVICE RULES – 2003.**

(As Amended vide BoM Resolution No.21 dt. 07.05.2022)

## CHAPTER 3

### RULES OF CONDUCT / DISCIPLINE FOR EMPLOYEES

The employees are required to adhere to the following rules of conduct/discipline. Any breach or non-adherence to these rules will be considered as misconduct.

- 1) **Absence from Headquarters** An Employee shall not leave the Head Quarters without prior intimation in writing to the Head of the Institution or Chairman of the respective Governing Council at any time, including during the period of leave or vacation
- 2) **Accepting outside Employment** An employee cannot accept any other employment either part time or honorary or as guest lecturer or in any other *capacity* in any office or institution except with the permission of the Appointing Authority in writing.
- 3) **Discipline** All employees shall maintain discipline.
- 4) **Diligence in work** All employees of the teaching and non teaching cadre shall discharge their work diligently as assigned to them by Institution / Management from time to time.
- 5) **Personal work** An employee shall not attend to his personal work during working hours.
- 6) **Punctuality** An employee shall be required to observe the scheduled hours of work during which he must be present at the place of his duty.
- 7) **Absence from duty** No employee shall remain absent from duty without prior permission unless such absence is warranted by unforeseen circumstances.
- 8) **Integrity & Honesty** Every employee shall at all times maintain absolute integrity and devotion to duty and also be honest and impartial in his official dealings and shall not indulge in any act of forgery, fraud, cheating, malpractice.
- 9) **Courteousness** An employee shall at all times be courteous in his dealings with other employees, students, their parents, members of the public, management, officials of educational authorities etc.

- 10) **Participation in Political/Communal activities** a) No employee shall participate in political activities or be a member of any political party or organization.  
b) No employee shall participate in any communal organization or activity which affects the secularism of the country
- 11) **Connection with Press** No employee shall, except with the prior permission of the Management, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publications or any other media.  
  
No employee shall, except with the prior permission of the Management, publish any article or item in the newspapers or periodicals or give interview or issue statements to any media.
- 12) **Protestation** No Member of the Staff teaching and non-teaching shall engage himself/herself or participate in any protestations, demonstration concerning linguistic controversy, communal disharmony, strikes etc.
- 13) **Criticism of the Institution** No Employee shall take part in any public discussion or make any public statements:  
  
which has the effect of criticism of any policy or action of the Society/ Institution in which he is working;  
  
which is capable of embarrassing the relations between the institution, State or Central Govt. or any other institution or organization or member of the public.
- 14) **Canvassing** No employee shall canvass or otherwise interfere with or use his/her influence in connection with or take part in an election to any legislature or local authority without prior permission of the Society in writing.
- 15) **Private Classes Or Tuitions.** No staff member shall conduct private tuition classes nor associate himself/herself with other persons for such purpose.
- 16) **Evidence before Committee or any other authority** a) Save as provided in paragraph (c) below, no employee except with prior sanction in writing of the Board of Management shall give evidence in connection with any inquiry conducted by any person, committee or authority.

  
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- b) Where any sanction in writing has been accorded under (a) above, no employee giving such evidence shall criticize the policy of the Society or any member of the institution or Central Government or State Government.
- c) Nothing in this rule shall apply to:
- i) evidence given in any inquiry before any authority appointed by the institute; by Parliament or by State Legislature; or
  - ii) evidence given in any judicial enquiry; or
  - iii) evidence given at any departmental enquiry ordered by the authorities of Society.

- 17) **Gifts** No Employee shall except with the prior sanction of the Management accept or permit any other member of his/her family to accept from any person, (other than relations or personal friends), having official dealing with the Society, any valuable gift.
- 18) **Investments, Lending Or Borrowing:** No employee shall speculate in any business, nor shall he /she make or permit any member of his/her family to make any investment likely to embarrass or influence him / her in the discharge of his/her duties.
- 19) **Private Trade Or Employment** No employee of the Society shall except with the prior permission of the Society in writing engage directly or indirectly in any trade or business or negotiate for or undertake any other employment.
- 20) **Insolvency, Habitual Indebtedness And Criminal Proceedings Involving Moral Turpitude** a) An employee shall so manage his/her private affairs as to avoid habitual indebtedness, insolvency or criminal proceedings. When an employee is found liable to be arrested or has recourse to insolvency, he/she shall be liable for dismissal from service. An employee who becomes the subject of legal proceedings for insolvency or criminal action shall forthwith report full facts to the institute.

- b) An employee who gets involved in any criminal proceedings shall immediately inform the Board of Management of the Society in writing irrespective of the fact, whether he/she has been released on bail or not.
- c) An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties at the institute unless he/she has obtained written permission to that effect from the Board of Management of the Society.

**21) Representations**

- a) Whenever an employee wishes to put forth any claim or seeks redressal of any grievances or of any wrong done to him/her, he/she must forward his/her case through proper channel and shall not forward copies of his/her application to any higher authority or newspapers for publication.
- b) No employee shall be a signatory to any controversial joint representation addressed to the authorities for redressal of any grievance or any other matter.
- c) No employee shall write any anonymous or pseudonymous letters to Society / Institutes / Management / HOIs criticizing or using indecent language or circulating such letters

**22) Prohibited Acts**

- a) Prohibited acts include :-
  - i) Smoking, Chewing tobacco / Gutka, drinking of alcohol or being in state of drunkenness in the premises of Society / Institute;
  - ii) possessing of explosives / lethal weapons, threatening, intimidation, attempt to assault any member or employee or any other person;
  - iii) engaging in riotous acts or fighting or disorderly/unlawful acts;
  - iv) causing damage to the property of the Society / Institutions;
  - v) Holding meetings/demonstrations in the premises of Society/Institutes, or in the vicinity of residences of Management/HOI/ Officers of the Society/ Institutes.
- b) No immoral acts are allowed to be practiced in the premises of the Society/Institutes by any member of the staff.

  
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- 23) **Permission for leaving premises** No employee is allowed to leave the premises of the college during the working hours without permission of the Head of the Institution. A movement Register shall be maintained and the employees shall record his/her period of absence stating the particulars of work in the said Register and put his/her signature. Head of the Institute shall verify the correctness of the entries every day.
- 24) **Behavior with lady staff** No employee shall behave with lady employees which amounts to sexual harassment, ill-treatment, indecency or any other form of unacceptable behavior.
- 25) **Dress Code / Cleanliness** Every Member of the staff, teaching and non-teaching is expected to maintain cleanliness in the premises where he/she is working and adhere to the dress code.
- 26) **Order of Transfer/ Additional charge/ deputation etc.** Every employee shall comply with any transfer or deputation order or any order assigning additional charge/duty by the Management.
- 27) **Obedience / subordination** No employee shall willfully disobey the orders of the superiors or HOI or Management either alone or in combination with others.
- 28) **Strikes / go-slow tactics** No employee shall participate in any strike, picketing, initiating others to go on strike, go-slow, mass leave or any other act causing disturbance to the smooth running of institutions.
- 29) **False Information** No employee shall furnish any false information regarding his/her name, age, father's name, mother's name, spouse's name, caste, qualifications or any other previous service particulars.