

**K.VENKATAPATHEPPA COLLEGE OF EDUCATION, CHICKBALLAPUR
C,V,V.CAMPUS, CHICKBALLAPUR-562101**

General Discipline and Code of Conduct

The following guidelines will help the students to behave in a courteous manner and to maintain general discipline in the college premise.

The College starts with the morning assembly at 9.45 a.m. All the students must be present at 9.40 a.m in the college auditorium for the morning assembly.

All the students are expected to be in the college during the working hours from 9.40 am to 5:00 pm.

All are expected to be punctual and regular in attendance. No student will enter or leave the classroom when the session is on, without the permission of the teacher concerned. Latecomers should not enter the classroom, nor should any student leave the college premises without the permission of the Principal. Students are expected to get a gate pass from the Principal to go out of the campus during the class hours.

The students are expected to hold values, be polite, courteous, respectful and greet everyone both inside and outside the campus.

Students shall compulsorily wear the prescribed college uniform on all working days except Wednesdays and Saturdays. Our students are expected to be clean, tidy and pleasing in appearance without being singular or conspicuous. The attire should be simple and modest.

The students are required to wear college Identity Card on all college working days. Failure to wear the college identity card will be treated as misconduct and such students will be barred from entering the campus and classroom.

All are expected to keep the college campus, classrooms, auditorium, etc., clean and tidy. Students should see that no damage is done to college property including plants and trees in the campus. Scribbling on walls and furniture is strictly prohibited.

Students are expected to spend their free hours in the Library/ Reading room. They should not loiter along the corridor or in the college premises.

All are expected to do work (submission of assignments, organizing activity, tutorials, etc.) according to the prescribed time.

Please switch off the fans and lights when you are not using or come out of the classes.

Students are not permitted to enter into the staff room without the permission of any staff.

Use of mobile phones is strictly prohibited in the campus as directed by the University of Mysore and Government. If anyone found violating this rule their mobile phones will be confiscated.

Smoking, chewing tobacco, pan masala, etc. is strictly prohibited in the college campus.

Grievance, complaints or suggestions of any kind can be put in the suggestion box.

Ragging is banned on the college campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the severity and a complaint can be given to the anti-ragging committee (Link

to submit a complaint is given in college website). The culprits will be dismissed from the college as per the decision of the management.

Students are forbidden from attending or organizing any meeting, collecting money for any purpose, circulating or displaying any notice in the premises without the permission of the Principal. No celebration is arranged in the campus without the written permission of the Principal or the concerned Teacher.

Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.

The college is not responsible for any loss of things in the campus.

The students who prove their unfitness for the vocation of teaching during the course of study, who appear to be unsatisfactory in character and conduct and defective in disposition will have to discontinue his/her studies in the institution and will be sent away from the college. The course certificate for the university examination will not be granted to any student unless the Principal is satisfied with his/her a) conduct b) progress in studies c) attendance.

The Principal is the ultimate disciplinary authority in the college. In the interest of the institution and for the sake of discipline, the management is entitled to take any punitive action on any student for his/her misconduct.

ATTENDANCE:

1. The students are required to be punctual and maintain requirements of attendance, which are mandatory as per norms laid down by the University of Mysore.
2. B.Ed is a full-time course and students shall not take up any employment /course, part-time or full-time during their B.Ed programme. Students found violating this rule shall be removed from the course. In case such action is found post completion of the course, necessary action needs to be taken to withdraw the degree.
3. Each course shall be taken as a unit for the purpose of calculating attendance for theory and practicum. The student shall be deemed to have satisfied the requirement of attendance, progress and conduct if he/she has attended not less than 80% of the total number the working hours for theory courses, and with practicum 90% (inclusive of field attachment and internship held up to the end of the semester including lectures, seminars, group discussion, project work, practicum, internship, tests, etc.) in each semester. The relaxation shall be as per the State Government circulars if any.
4. If a student needs leave, he/she should submit a leave letter prior to the date to the respective in-charge teacher for attendance with the signature of the principal. Absence without leave letter is punishable.
5. No student will be granted more than ten days of leave in the year and more than seven at a stretch inclusive of Saturdays and Sundays.
6. A student on medical leave must produce the Medical Certificate along with the leave application duly signed by the parent/guardian when he/she re-joins the class.
7. A student absenting himself without intimation for 15 consecutive working days will be removed from the rolls.

CODE OF CONDUCT FOR FACULTY OF

PROFESSIONAL DUTIES:- EVERY FACULTY SHALL;

1. Be punctual in attendance in respect of his/her work and any other work connected with the duties assigned to him/her by the head of the institution
2. Abide by the rules and regulations of the institution and show due respect to the constituted authority.

COMMUNAL ACTIVITY:- NO FACULTY SHALL;

Practice, propagate or incite any student to practice, propagate casteism, communal or sectarian activity or untouchability.

Discriminate against any person on the ground of caste, creed, religion, language, place or origin, social and cultural background or any of them

HOLIDAYS

1. Joseph's College of Education shall observe holidays including National/State Festival holidays as prescribed by the management. The list of holidays shall be communicated to all faculties in the beginning of the year by the Management.
2. All faculty members shall be present for the flag hoisting ceremony compulsorily on 15th August & 26th
3. In case of emergencies, the employees shall attend the work on a holiday but they can avail a substituted holiday in lieu of the work done as decided by the management.

WORKING HOURS/ TIMINGS

1. The College starts with the morning assembly at 9.45 a.m. All the faculty must be present at 9.30 a.m in the college. All faculty shall sign/punch in attendance register 10 minutes before the commencement of the class/ office both in the morning and afternoon sessions.
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MISCELLANEOUS

1. Every faculty shall at all times diligently and faithfully discharge his/ her duties and responsibilities and devote time and attention exclusively to the furtherance of the aims, interests and objectives of the institution, utilizing the best of his/her skills in a disciplined manner.
2. The head of the institution is charged with responsibility of excellence in education, efficient administration, image projection, co-ordination with Government Agencies and other authorities/institutions. They need to be proactive and have positive problem solving attitude coupled with excellent communication skills and public relations.
3. It is a part of the duty of all faculty to take up the substitution classes of his/her absent colleague. Leaving students without teacher can invite disorder, disturbance of other classes and misbehavior of students. Teacher must be made aware of another, and it is the duty of every one to help one another.
4. Every faculty shall furnish their permanent address as well as communication address to the management in writing. If there is any change in their residence the faculty shall update the same immediately. The addresses of faculty so recorded in the office of the Management, shall be the address of the communication from the Management.

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