

Est.: 1980

Pho.: 08482-235209
+91-8147671269



H.K.E. SOCIETY'S

BASAVESHWAR COLLEGE OF EDUCATION,

BVB CAMPUS, MANHALLI ROAD, BIDAR – 585 403 KARNATAKA, INDIA.

(Recognized by SRC NCTE, New Delhi and Permanent Affiliated to Gulbarga University, Kalaburagi)

E-Mail: principalbcebidar@hkes.edu.in, website: www.hkesbcoebidar.in


CRITERION –VII

Institutional Values and Best Practices



7.1 – INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES

7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code


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INDEX

S. No.	Particulars
D	Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University

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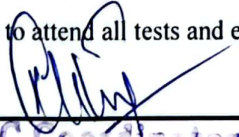
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RULES AND REGULATIONS OF THE INSTITUTION FOR STUDENT TEACHERS

- 1) All students should attend classes regularly.
- 2) 85% attendance in Theory and 90% attendance in practical is a must to fill the exam forms as per affiliated university GUK norms and regulation.
- 3) They should be present in the classroom before bell for commencement of the class.
- 4) They should be attentive in the classroom and participate in learning process.
- 5) They should maintain peace and follow discipline in the campus.
- 6) All students should wear uniform & Identity card.
- 7) They should appear in all examinations.
- 8) They should participate in sports and extracurricular activities.
- 9) They should behave decently with other fellow students.
- 10) They should contact the principal if they have any grievances, serious problems or disagreements with other students.
- 11) They should refer to the notice board daily.
- 12) They should not wander in the corridor when the classes are being engaged.
- 13) They should not intentionally or unintentionally damage the college building, infrastructure or properties which are meant for them only.
- 14) They should not throw plastic bags/ containers in the campus and should throw wastes into the waste bins or baskets.
- 15) They should keep the college campus clean and plastic free.
- 16) They should not indulge in sexual harassment which is a punishable offence under law.
- 17) They should submit assignment and all activities of the course in time.
- 18) Students are not allowed to use mobile within the college premises.
- 19) Students are forbidden to chew chewing gum inside the college premises.
- 20) Students from one class are not permitted to enter another class.
- 21) The college does not accept responsibility for the loss of books, money and other valuables
- 22) Student's parents must visit the institution at least twice in a year and meet the principal to know the academic performance of their children.
- 23) Students have to attend all tests and examinations in uniform only.


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24) Any change in the residential address or mobile number of the parents should be informed to the institution.

25) They should know that breach of any of the rules and regulation of the institution will invite disciplinary action against them.

The college is a noble centre of learning and enlightenment. You should Endeavour to realize the best in yourself and thereby strive to raise the stature of Alma Mater.

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Code of Conduct for Staff members

Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.

- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principal ship of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practical/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;


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Code of conduct for library

- The Library remains open on all the working days except Sundays and notified public holidays. The working hours of the Library are 10.00 a.m. to 5.00 p.m. (Monday to Friday) on Saturday 10.00 am to 1.30pm
- Every student is required to sign in the Library Visit Register, during every visit.
- Students are required to leave their Bags, Files, and Folders & Personal Belongings outside the Library before accessing the books.
- Question Paper Set, Reference Book, Syllabus, Newspaper, Journals & Periodical can only be used for Current Reference. Journals and books marked "For Reference" can only be used within the Library premises. Special permission of the Principal is required to take them out of the Library.
- All books must be returned immediately after the final examination.
- Eating in the Library and Reading Room is forbidden. Strict silence, decorum and discipline must be maintained in the Library.
- No Library resource can be taken out of the Library without permission.
- The Principal may temporarily or permanently suspend the Library membership of a student if he/she is found causing any damages to the library resources or violating the rules and regulations of the library. All are expected to treat the Library professionally and cooperate in its efficient and smooth running.
- Any suggestions as to their general improvement, or to the addition of new books, magazines and teaching aids, will always be welcome.
- Mobile are not allowed in the library or else switch off the mobiles

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- Kindly keep the classrooms, washroom, common room and other premises clean.
- Switch off fans and lights when not required
- Use the furniture, computers and other property with due care.
- Teaching aids/ learning resources borrowed for lessons must be carefully handled and they must be returned as instructed.
- Switch off lights when leaving classrooms, study areas, common rooms, or any other spaces that are unoccupied.
- Make use of natural light by opening curtains or blinds during the day. If studying or working near a window, rely on natural light instead of artificial lighting whenever possible.
- Turn off computers, laptops, monitors, printers, and other electrical devices when they are not in use. Don't forget to unplug chargers and power adapters when devices are fully charged or not connected.
- Use energy-efficient appliances and equipment, such as laptops, tablets, and light bulbs.
- Unplug unused Chargers.
- Enable power-saving modes on laptops, tablets, and other electronic devices.
- Avoid the use of decorative lights
- Use the fans only when they are needed

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