



# STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES



**SRI BHAGAWAN MAHAVEER JAIN FIRST GRADE COLLEGE**

**Geetha Road, Robertsonpet, Kolar Gold Fields – 563 122**



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<b>S. No.</b>	<b>Contents</b>	<b>Page No</b>
<b>1.</b>	<b>College Working Days, Timings &amp; General Rules</b>	<b>01</b>
<b>2.</b>	<b>Transport</b>	<b>01</b>
<b>3</b>	<b>Attendance</b>	<b>01</b>
<b>4.</b>	<b>ID Card</b>	<b>02</b>
<b>5.</b>	<b>Dress Code</b>	<b>02</b>
<b>6.</b>	<b>Examinations Rules</b>	<b>02</b>
<b>7.</b>	<b>Industrial Visit</b>	<b>03</b>
<b>8.</b>	<b>Library Rules</b>	<b>03</b>
<b>9.</b>	<b>Ethics and Conduct</b>	<b>03</b>
<b>10.</b>	<b>Anti Raging Cell</b>	<b>05</b>
<b>11.</b>	<b>Anti Sexual Harassment Cell</b>	<b>05</b>
<b>12.</b>	<b>Student Grievance Cell</b>	<b>05</b>

This Handbook indicates the standard procedures and practices of the college for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and Standard Procedures. This Code is to pioneer and administer a student discipline and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well acquainted with this Code.

**1. College Working Days:** College working days are from Monday to Saturday from 8.45 am to 3.30 pm. Saturday is half a day.

**On all working days:** 8.45 am to 9.00 am - Daily general assembly is compulsory for every student and those failing to attend will not be allowed to attend the first hour class and need to attend the assembly to be held prior to the second hour and those failing to attend even this assembly will not be allowed for regular classes held for the day. Students are not permitted to enter the campus after 9.00 am and not allowed to leave the college till 3.30 pm.

**Visitors Days & Timings:** Monday to Saturday - Any time between 10.00 am to 3.00 pm. Parents can meet Mentor, Subject Teacher, HODs, Office Superintendent and Principal. Parents are strictly not allowed to see their children during the class hours, if any important case then permission to be taken from the Principal.

**2. Transport Facility:** Buses are operated for the convenience of the day scholars and students who have opted for availing transport facilities. They can board the bus only at his/her nearest boarding point. Students should board only the college bus, which are allotted to them. They should wear their ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them. Staff members and students are strictly **not allowed to use any electronic gadgets** like cell phones, i pods, MP3 players, cameras, etc. inside the buses.

### **3. Attendance**

As per Bangalore University Regulations for completion of a semester, a student has to attend at least 75% of the classes in each subject, the college insists on a minimum of 75% attendance for theory classes and 100% for the laboratory classes, so that

- Students can perform well in the inter semester and university examinations
- Students with less than 75% attendance will not be permitted to write the University Examination.
- Parents are informed about their wards absence by SMS.
- Leave letter should be submitted on the previous day to the HODs - Leave letter should be signed by the parents.
- In case of medical treatment parents should call up the office and inform the respective class in charge or HOD regarding the leave matter. For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.

#### 4. Identity Card

- Identity Cards will be given to all students after 10 days of joining the institution and it is mandate to ware the ID card while entering in to the institution and till he/she leaves the institution.
- All students should have the ID Cards during the University Examination, Industrial Visit, activities off campus and in any college functions.
- If a student looses a ID card then he/she can obtain it from the PRO by paying Rs 100/-

#### 5. Dress Code:

Boys:

- Wearing of Slogan Printed, Sleeveless, and Collarless T shirts, torn pants, low hip pants are not allowed, only formal pants and shirts are allowed.
- Coloring/bleaching the hair, long hair and having beard are not allowed. Hairs should be neatly combed.
- Wearing single ear ring or stud, bracelet, hand bands are not allowed.

Girls:

- T shirts, short dress and transparent dresses are not allowed, only formal dress is allowed.
- Coloring/bleaching the hair is not allowed. Hairs should be neatly combed.

All BBA and BCA students should wear the blazer on all working days and BGB students should wear long white over coat in the lab.

#### 6. Examinations Rules

College conducts two major examinations they are:

##### **Internal Assessment Examination:**

**Theory:** For internal 10 marks, College conducts internal examination for 70 marks in all the subjects, which will be for 3 hrs, it is mandate that all the students should sit for the stipulated time.

**Practical:** For internal 20 marks, concerned department will conduct internal practical examination for 3 hours; it is mandate that a student should attend the examination.

##### **University Examination:**

**Theory:**

- Students without proper ID card and Hall ticket will not be allowed to in to the examination hall.
- It is the duty of the student to fill and shade the register number correctly in the answer booklet, if any mistake is done and if the result is not displayed it is the responsibility of the student.
- After half an hour the student can leave the examination hall by handover of booklet and question paper to the room invigilator.
- Students should attend the exam 10 min before the commencement of the examination.
- Students are not allowed to carry any electronic gadget like wrist watch, calculator, mobile etc in to the examination hall.
- Students are not allowed to bring any bits, if found he/she will be debarred and will not be allowed to write the further examination.

***Practical:***

- Completed records/Project work thesis with HOD signature and seal to be submitted on the day of the examination.
- Scientific calculator to be brought by the student for Physics/Mathematics examination.

**7. Industrial Visit:**

- It is mandate for BBA students in II year and BGB students in III year to attend the Industrial visit for their project work and it is option for other courses to have the industrial visit/education trip. Places and industry will be selected by the HOD of the concerned department/head of the institution.
- Students have to submit the no objection letter filled and signed from the parents issued from the college.
- Students should ware ID card, formal dress with blazer and shoes are mandate for boys of BBA and BGB students should ware white over coat during the industrial visit.
- Students will not be allowed to carry valuable/costly items with them if they are lost then it is the sole responsibility of the student.

**8. Library Rules**

- Library cards will be issued for the students from the time of date of joining.
- Library is open for the students from 8.45 am to 4.30 pm.
- This card enables the holder to borrow one book of issue section at a time and he/she will be responsible for the book drawn on this card.
- Condition of the book should be checked at the time of borrowing. Loss or damage of book in any should be replaced by the student.
- Books should be returned within 15 days, renewal shall be made upon presentation of the book provided the same book has not been required/reserved by others, if both were not done then overdue charges of Rs 1/- per day/book will be collected.
- Reference books must be referred inside the library.
- Librarian may recall any time in case of urgency. No person shall write upon, tear, cut, deface etc., upon any library book.
- In case of loss of library card duplicate card will be issued on payment of Rs 25/- each.
- If the book is lost or damaged or spoiled, the borrower has to replace the same with new one or twice the cost of the book will be recovered.

**9. Ethics and Conduct**

This Code shall apply to all kinds of conduct of students that occurs in the College premises that has or may have serious consequences or adverse impact on the College Interests or reputation.

- All students must prevent from indulging in any and all forms of misconduct including involvement in any activity inside the and out side College which can affect the Institute's interests and reputation substantially. The various forms of misconduct

include:

- Intentionally damaging or destroying College property or property of other students and/or faculty members.
  - Any disruptive activity in a class room or in an event organised by the College.
  - Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards/discipline committee.
  - Usage of mobile phones in the College.
  - Organizing meetings and processions without permission from the College.
  - Unauthorized possession, carrying or use of any weapon, explosives, fireworks, contrary to law or policy.
  - Smoking in the Institute.
  - Possessing, Consuming, of alcohol in the Institute.
  - Theft or unauthorized access to others resources.
  - Misbehavior during any activity of the Institute.
  - Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the College without the permission of the Principal.
  - Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
  - Students cannot post insulting comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
  - Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability.
- If there is a case against a student for a possible breach of code of conduct, then Discipline Committee will recommend a suitable disciplinary action to be taken against the said student after having an inquire into the alleged violation. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- Warning- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
  - Restrictions- Reprimanding and restricting access to various facilities like lab, sports, library etc., in the college for a specified period of time.
  - Suspension- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs and other college facilities unless permission is obtained from the Principal.
  - Expulsion- Expulsion of a student from the college permanently by issuing a TC.
- **Appeal:** If the offending student is aggrieved by the imposition of any of the

aforementioned penalties, he/she may appeal to the Principal. Principal may decide to accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code based on the gravity of the proved misconduct.

#### **10. Anti-Raging Cell**

College has an effective anti-ragging cell constituted by the Principal. The Cell members shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident and action will be taken based on the intensity of the violation of the code. The Cell members shall be from Students community, Faculty along with Principal and SI of Robertsonpet, KGF. Anti Raging Cell is formed based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. The said UGC Regulations shall apply to all students, for the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, physical or psychological harm or to raise fear in any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student.
- Any act of financial extortion or forceful expenditure burden put on a student by other students.
- Any act of physical abuse including all variants of it: sexual abuse, forcing obscene and vulgar acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.

#### **11. Anti Sexual Harassment Cell**

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

College has an active and effective Anti Sexual Harassment Cell with SI, Robertsonpet KGF, Principal and other Teaching Staff as members. The cell members shall examine all complaints related to sexual harassment and come out with recommendation/punishment based on the nature and intensity of the incident.

#### **12. Student Grievance Cell**

Any student of this College is aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute with members as appointed by the Principal. Further, any



student who is aware of any violations must report the same to the Cell in writing and should be made within 10 days from the day of the alleged violation. The Cell shall take action on the grievance.