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Government of Karnataka  
Department of Collegiate Education

# Government First Grade College Kolar-563101

(NAAC Re-Accredited and Affiliated to Bengaluru North University)

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## HANDBOOK ON

## CODE OF CONDUCT FOR STUDENTS

Internal Quality Assurance Cell (IQAC)

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

GOVERNMENT FIRST GRADE COLLEGE, KOLAR is committed to provide all the students with an inclusive, safe learning environment where they feel welcomed and respected. The Student Code of Conduct (the Code) gives guidelines and standards for student behavior.

**PREAMBLE:** This Handbook indicates the standard procedures and practices of the Government First Grade College, Kolar, for all students enrolling with the college for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it. That the college's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the college.

## **STUDENTS CODE OF CONDUCT**

1. The college gives utmost priority for discipline and everyone, student or staff, is bound to follow the Rules and Regulations of the College and maintain strict discipline.
2. Students are expected to use courteous and polite language with members of the staff and maintain decorum in the campus and outside. They are expected to conduct themselves in such a way, so as to bring a good name for the college wherever they are.
3. The college will work from 10.00 am to 5.00 pm.
4. Wearing Student ID Cards on the Campus is compulsory.
5. Under disciplinary action, the Principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.
6. Students are not permitted to possess or use Mobile Phones inside the college campus.
7. Browsing is not allowed during lab hours. Staff and students are not allowed to misuse the internet facilities.
8. No one will be allowed to listen to Music from any device inside the college campus.
9. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
10. Ragging, consuming alcohol and smoking are strictly prohibited in the college campus.
11. Students should be seated in the lecture halls 5 minutes before the commencement of the class.
12. Students should maintain perfect order and strict silence inside the lecture / labs at all times.
13. Movement outside the classroom in between lectures should be minimum and for valid reasons only.
14. No function shall be arranged by the students in the college campus without prior permission from the Principal.

15. Writing on walls, pillars, bath rooms, furniture or black boards is strictly prohibited.
16. Students are advised to switch off fans and lights when they leave the class rooms.
17. Furniture in the class rooms should not be moved or displaced.
18. Students have to take without fail all the necessary items such as hall ticket, admit card, pen, pencil, calculator, Scale, rubber, etc., to the test / exam hall.
19. In the event of continued poor performance in internal tests and poor class attendance by any student, the Principal has the authority to withhold permission for him/her to write the university examinations, as per the University Norms.

### **ACADEMIC STANDARDS**

1. Students should attend all tests and show good academic progress.
2. Absenting from regular classes will be strictly viewed and absenteeism in the test will be viewed with utmost strictness.
3. Regularity in writing the test and satisfactory performance of students in test are essential to permit the students to appear for the University examinations at the end of the year.
4. Any student found indulging in malpractice in the University exams will be debarred from appearing for the rest of the examinations.

### **ATTENDANCE REQUIREMENT**

1. A minimum of 75% attendance is compulsory, in each semester, necessarily to enable a student perform better in the University examination.

### **LIBRARY**

1. The student should maintain discipline in the library, eatables, discussion in groups & napping is not allowed.
2. Personal belongings are not allowed inside the Library.
3. Every staff / student of the college is eligible for membership of the Library
4. The Library can be utilized by the students and staff from 10 A.M. to 05 P.M. on working days.
5. All students should sign the entry register of the Library, before entering.
6. For students; The Library has a unique scheme of Book Bank, which will provide a set of Books Prescribed by the BNU for the entire course for all students.
7. The concerned student should be present for issuing & receiving of the books.
8. Issue of books is subject to availability.
9. Principal is empowered to increase additional issue of books to whomever he feels necessary.
10. Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.

11. Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
12. Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
13. The borrowed book should be returned on or before due date.
14. If the due date falls on holidays, return can be done on the following working day without fine.
15. Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.
16. The members will be responsible for any loss or non-return of books issued.
17. All final year students should return their library books based on library circular and obtain "NO DUE CERTIFICATE" from the library.
18. Similarly, the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.
19. The Librarian reserves the right to recall the issued books at any time in case of emergency.

### **STUDENTS CODE OF ETHICS**

Students are expected to adhere to and practice the Code of Ethics on a National/State/District and college level and while representing the same.

#### **I. Representation**

Every student is expected to represent him or herself honestly and respectfully in all situations, whether orally or in written statements. Honest and respectful representation includes, but is not limited to, providing only truthful material information on all applications, financial aid forms, and any other official document. Students are also expected to behave respectfully to all administrators, faculty, staff, students, and visitors in a college environment and to behave respectfully when representing the colleges at off-campus events. Students will not consciously misrepresent him or herself to any member of the community or to any other person.

#### **II. Academic Honesty**

Students are expected to maintain the highest standards of academic integrity. Work that is not of the student's own creation will receive no credit. If a student is uncertain of what these standards are, he or she may consult his or her instructor for appropriate mentor/proctor, but a student's ignorance is no legitimate defense for academic dishonesty. Academic dishonesty includes lying, cheating, stealing, and using unauthorized materials on any assignment, quiz or exam. • The act of lying is to intentionally provide false information or a false statement with the purpose of

misleading or with irresponsible regard of the truth. Lying, in both academic and non-academic activities, is impermissible. • Cheating is acting dishonestly in order to gain an unfair advantage. Cheating includes giving or receiving unauthorized aid on any assignment, quiz, or exam. Faculty members must be consulted regarding which materials are acceptable for students to use on any assignment, quiz, or exam. Not complying with the restrictions of the faculty will result in appropriate discipline, as decided by the instructor or department. Cheating also includes using the same material of work previously used for another course unless the student has permission from the instructor to do so. Cheating furthermore includes plagiarism, which is when a student uses the ideas of another and declares it as his or her own. Students are required to properly cite the original source of the ideas and information used in his or her work. • Stealing is the act of taking without permission and without intention to return. The prohibition of stealing includes property of any nature as well as academic work.

### **III. Respect for National/State/District/College Rules and Regulations**

Students are expected to adhere to the rules and regulations set at/by the National/State/District/College. • College Property: Graffiti and defacement of college property is unacceptable and a violation of Rule and Regulation. Students shall be responsible for the costs of the damages resultant from their behavior. In order to ensure that the campus facilities remain in pristine condition, students are also expected to report instances of graffiti or defacement/damage of college property immediately as well as consciously account for or dispose properly of their belongings. • Illegal Substances & Betting: The use of illegal drugs and alcohol & Involved in any kind of betting is not permitted on college property as well as the abuse or misuse of prescription drugs. • Sexual Assault and Harassment: Students shall refrain from using language or acting in a manner that is disrespectful or inappropriate towards other students and members of the college community. Sexual assault and harassment is inexcusable and shall result in disciplinary action in accordance with the college policy.

### **IV. Usage of Mobile Phones**

Students are prohibited in using mobile phones in the class and during any other academic activity. Usage will result in confiscation and seizure of mobile phone.

### **V. Display of ID Card**

Students should compulsorily wear College ID-Card and should be visible, any violation will result in non-permissible in the college campus.


### **VI. Respect for the Open Exchange of Ideas**

Students shall be guaranteed that their Freedom of Speech will be observed by all college members, including other students. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting or using

language with malicious intent that damages/hurts National/State/District/College name and fame

## **VII. Classroom Conduct**

Students must behave respectfully toward their peers and teaching and non-teaching faculty members. In the classroom setting, students may not interrupt their classmates or faculty members, make fun of them or their expressed views, or disrupt the learning environment. It is important to maintain the best learning environment for all students and faculty members.



Principal  
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KOLAR-563101.