



B H A K T A V A T S A L A M
MEMORIAL COLLEGE FOR WOMEN

**HANDBOOK
ON
CODE OF CONDUCT**

Embedded in the mission, vision, and core values of Bhaktavatsalam Memorial College for women is the desire to create a caring environment that is intellectually and culturally dynamic and values integrity, academic excellence, diversity, commitment to teaching and learning, communication, and respect. Such an environment encourages all students to achieve greater insight, increased awareness, critical thinking skills, and self-fulfillment in preparation of becoming global citizens. Accomplishing these ideals requires a commitment from faculty and students to adhere to standards of behavior that assure a safe, healthy, and caring atmosphere. It is essential that each member of the College participate freely in the pursuit of the ideals of the College's mission statement.

As responsible citizen,, students are expected to demonstrate an awareness of the responsibilities in a diverse society; self-management in the requirements that come with one's role as a student in the classroom and at the College; integrity in one's role as a student relative to other students, faculty and administrators; and an effort to understand the perspective of others and to respond to others with well-founded thoughts.

The Student Code of Conduct supports the mission of the College by outlining rights and duties in addition to defining acceptable behavior.

The vision and mission statement of BMC reflects our desire to pursue our goals. It is our commitment to provide the best tertiary education to students and acting as a catalyst in shaping a bright and sustainable future.

VISION

Being a nationally acclaimed college recognized for excellence in teaching research and outreach, provide the highest quality education to students, nurture their talent, promote intellectual growth, and shape their personal development, remain dedicated and steadfast in the pursuit of truth and serve humanity through the creation of well-rounded socially responsible global citizens.

MISSION

Foster all-round development of students through multifaceted education and sustained engagement with local, national and global communities and nurture lifelong inspired learners.

OBJECTIVE OF THE CODE

The objective of the code is to make students act in a manner that respect their rights, safety and well-being of others. The intent of the code is to provide a framework to resolve student related issues.

RESPONSIBILITIES OF STUDENTS

The College has the inherent authority to maintain good order and discipline in the furtherance of its lawful mission. The Student Code of Conduct clearly and concisely identifies those behaviour that put students at risk of disciplinary action. The Code of Conduct also assures that students enjoy those protected behaviour inherent in their status. Students are held accountable to the Code of Conduct. The strength of the College lies in its diversity.

Respect that each student, faculty and every person can bring to the College is essential. Such differences include race, gender, ethnicity, background, beliefs, experiences, cultures, values, views, national origin, religion, and ability. Students to enroll with unique interests, while they on campus and as a result of their interactions they can continue to develop and expand their pursuits.

STUDENT OBLIGATION

Teaching and learning require an atmosphere where dialogue, debate and exchange of ideas can flourish unfettered.

The sanctity of the classroom, academic freedom, and student's freedom of expression require a separate set of standards than those provided for by our society.

Students must not only adhere to the rules of our society but also adhere to all College policies which establish the College as a place where teaching and learning required a different set of standards.

Accessing the opportunities offered by the College is dependent upon students' ability to meet their responsibilities to provide accurate information, meet their financial obligations, and advocate for their needs.

The freedom to teach and the freedom to learn are inseparable facets of the collegiate experience. Additionally, while enrolled in the College, students are expected to take an active role in curricular and co-curricular interests, be active participants in the formulation of institutional policies, maintain the standards set for satisfactory academic progress, cultivate their life-long

learning skills, and act in a manner on and off campus which reflects positively upon themselves, the College and our community.

RIGHTS OF STUDENTS

INTRODUCTION

The institution has formulated a code of conduct to improve the overall development of students and teachers by creating an effective teaching – learning atmosphere. It promotes the professional behaviour and academic integrity. The reputation of the institute depends very much on the academic aspects as well as responsible behaviour of the students. Also they are expected to observe rules and regulations to enable the smooth working of the college and to maintain harmony, silence and a creative atmosphere while in the college premise.

FREEDOM OF ACCESS TO HIGHER EDUCATION

The admission policies of the College clearly state the characteristics and expectations of students considered relevant to success in the programs of the Institution. All facilities and services of the College are open to all enrolled students.

FREEDOM IN THE CLASSROOM

Students are responsible for learning the content of the courses in which they enrol and are free to interact with the faculty.

Students are responsible for maintaining those standards of academic performance required by each course in which they are enrolled and they can freely access the content of the course.

FREEDOM OF INQUIRY AND EXPRESSION

Students are free to examine and discuss all questions and issues of interest and inquiry to them and to express their opinions publicly and privately. However such freedom does not permit student groups to disrupt the orderly processes of the educational environment. The actions of student groups should be clearly delineated from the activities and responsibilities of the College.

DISCRIMINATION/HARASSMENT

Discrimination or disparate treatment based on protected status or characteristics including race, color, ethnic or national origin, gender, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. No student shall engage in discrimination/harassment of another student or faculty member based on any protected status or characteristics.

DISHONESTY

Acts of dishonesty are not only strictly prohibited but punishable as well. Dishonesty may refer to, fabrication, obtaining an unfair advantage, furnishing false information to any College official, faculty member or office, unauthorized access to computerized systems, and tampering with the election of any College-recognized student organization.

DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct includes behaviour that is disruptive, lewd, or indecent; involves a breach of the peace; or aids, abets, or procures another person to breach the peace on College premises. Intentionally destroying or damaging College property or property of others in College premises or during College-sponsored activities is prohibited.

OBSTRUCTION OF TEACHING

Disrupting or obstructing class is strictly prohibited. Classroom disruption is punishable and if continued even after a warning, disciplinary action can be initiated against the student for code violation.

Examples may include, unauthorized use of cell phones, pagers, portable CDs, electronic games, and all other electronic devices in the classroom; persistent speaking without being recognized; chatting with classmates while faculty member is teaching; entering the class late; leaving class early; or leaving and returning to class while class is in session without permission.

CONDUCT - ACADEMIC INTEGRITY

The College is dedicated to fostering the intellectual and personal development of its students, and to promote an environment that exemplifies

the core values of the College, including Integrity, academic excellence, and a Commitment to Teaching and Learning.

Academic Integrity requires respect for, and acknowledgment of, the work and efforts of others. It is essential to a high level of teaching and learning. Academic integrity emphasizes fairness, honesty, and responsibility in all academic endeavours and communications, on the part of both faculty and students.

RIGHTS AND RESPONSIBILITIES

- It is the responsibility of each student to familiarize herself with College and class policies regarding academic integrity, and to seek clarification if needed.
- It is the responsibility of student to comply with College and class policies regarding academic integrity.
- The students of the College and the Institute are to conduct themselves on and off the campus in a disciplined and exemplary manner so as to maintain the reputation of the institution as well as their own.
- Students should greet and respect teachers and other officials in the institution. They must obey the instructions of teachers and behave in a polite manner.
- Students are to restrain themselves from organizing any type of Union or Association activities other than those relating to curricular or co-curricular activities and with the prior approval of the Principal.
- Students must not loiter in the College premises or cause disturbance to fellow students by moving or talking loudly on the corridors, staircases, etc. when classes are in progress. Free time should be best spent in the College library.
- Students should cultivate the habit of reading notices displayed in the College notice boards. Ignorance of any instructions as contained in the notice will not be accepted as an excuse for failing to comply.
- Destruction of furniture and fittings, spitting, pasting posters, scribbling on the tables & walls, throwing of waste paper and rubbish are prohibited.
- The students who participate in intercollegiate events should behave decently to keep up the dignity and reputation of the College.

ATTENDANCE RULES

The College assigns top priority for regular attendance in all classes. Students are expected to secure 100% attendance for all theory and practical classes. However, the eligibility for appearing in University examinations with minimum of 75% attendance will be accepted subject to valid explanation for absence.

- For absence due to illness, the request has to be supported by a detailed medical report from a Registered Medical Practitioner.
- For absence due to participation in College or University programmes – request for such leave should be duly authorized and submitted in advance.
- The College encourages active participation in sports, games and other extracurricular activities. Provision to meet the attendance and other academic requirements will be made only when the student represents the College, the University, the State or the Country. An official letter duly signed by the organizing agency and Head of the Department has to be filed in the Principal's Office along with a letter from parents.
- All leave applications must be countersigned by Parent / Guardian / Warden and must be recommended by the Head of the Department.
- If a candidate remains absent continuously for 5 days without prior permission, the candidate should come along with her parents to meet the HOD/Principal.
- Submission of leave application with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.
- Attendance is compulsory on the re-opening and closing day of the Vacation & festival holidays if any, failing in which severe action will be taken against the absentees.
- Attendance for Class tests and Model examinations is mandatory and will be severely dealt with, if found wanting.

DRESS CODE

Every student is expected to be in simple and modest formal dress. Students are expected to wear Churidar or salwar kameez with sleeved long kurtha with dupatta.

DISCIPLINARY RULES

Don'ts

- Ragging of any kind of magnitude inside / outside the college campus.
Possession / use of smart phones within the college campus.
- Any kind of boisterous and disturbing behaviour while in the campus.
- Any kind of misconduct/ misbehaviour inside / outside the campus (in public places, buses, trains etc) or detection of foot board travel, blocking the traffic, unruly behaviour in busses / trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of all travel concessions and scholarships.
- Causing damage to college / public property.
- Inviting / meeting strangers or unauthorized person(s) inside the campus without written permission from the Principal.

EXAMINATION GUIDELINES

- Only those candidates who have earned 75% of attendance are eligible to appear for the semester examinations. (Theory & Practical papers separately)
- 5 marks are allocated for attendance for internal assessment.
- Candidates will not be allowed inside the examination hall without proper Hall ticket & Identity Card.
- Mobile Phones & Programmable calculators are not allowed.
- Lending / Exchanging of calculators or any other items inside the examination hall is strictly prohibited.

- Candidates must observe silence and maintain discipline while in the examination hall.
- Malpractice or misconduct of any kind is punishable. The examination written by such candidates will be treated as absent.

LIBRARY RULES & REGULATIONS

- The college library is completely automated. All the students and staff of the college are members of the college library.
- Silence must be maintained in and around the library always.
- No person shall write or damage or mark on any book belonging to the library.
- Readers shall be responsible for any damage caused to the books or other property belonging to the library and shall be required to replace such books or property damaged or to pay thrice the value thereof. If one book of a set is damaged, the whole set shall be replaced.
- Before leaving, the readers shall return the books to the assistant at the counter.
- The borrowers should examine the books at the time of receiving and if found damaged, it should be brought to the notice of the librarian.
- If the book is found damaged at the time of return, the borrower shall be held responsible for it.
- Reference books and periodicals shall not be lent out and are meant for use within the library.
- Students are not supposed to sub-lend either the card or books taken from the library.
- Absence from the college will not be admitted as an excuse for delay in the return of the books.
- Readers should ensure that they take their cards when they return the books.
- Students must return the cards when leaving the college and obtain “NO DUE CERTIFICATE”.
- Any change in the rules or regulations or any other information will be notified on the library notice board.
- Use of cell phone inside the library is strictly prohibited.

ADDRESS TO PARENTS

Parents and Guardians are requested to co-operate with the college authorities in developing good character, in maintaining regularity in attendance and progress in studies of their wards.

Letters will be sent to the parents of the students who are irregular in attendance.

At the same time, they are advised to check in person with HODs/class teachers regarding the attendance of their children/ward.

All parents/guardians have to come with their wards for the parents-teachers meeting.

“Time is always right to do what is right”

