

## Code of Conduct



NATIONAL EDUCATION SOCIETY (R.),  
SHIVAMOGGA



**KAMALA NEHRU MEMORIAL  
NATIONAL COLLEGE FOR WOMEN  
SHIVAMOGGA 57201.**

Re- Accredited by NAAC at "B" Grade Level

(Affiliated to Kuvempu University)

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**STUDENT HAND BOOK**

## Rules and Regulations

1. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 5.00 p.m. All students are expected to be present in the class well within time and late coming will result in loss of attendance.

2. Students shall come to the college in approved uniform with identity card issued by the college office everyday while attending lectures and appearing for internal assessment and University exams. This Identity Card must be presented along with library card, while borrowing books.

3. Students can leave the campus during class hours only after getting permission from the principal or the lecturer and after making entry the 'gate register' maintained by the security.

4. Students are expected to maintain discipline in the campus and any deviant behavior such as shouting, whistling etc . will be treated as an instance of indiscipline.

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5. Students are expected to make use of academic and co-curricular facilities available to the optimum levels. This will make them academically competent, mentally alert and socially sensitive.

6. Two periodical tests will be conducted for internal assessment (IA) for every subject in each semester. The final IA marks will be the average of sum of two test scores. Third IA test is conducted for the absentees with valid reasons. Students have to occupy the seat 10 minutes before the commencement of the test. For B.Com Students instead of 2nd test Assignment/Skill development for 10 marks is given as per the University guidelines.

7. University Examination is for 80 marks. Minimum marks for pass is 28. Internal assessment and final exam score put together must be 40 out of 100 marks to get through the exams.

8. Students are advised to make best use of library during leisure hours.

9. Parents have to be in touch with the institution to

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know the progress of their ward periodically. Class teachers are assigned for each class and parents can contact them periodically.

10. College has a student counseling unit. In case of any problem, students are informed to conduct the student counselor for proper advice and remedial action.

11. Students must utilize training programmes / Seminars/workshops arranged to improve their skills.

12. The student union is formed as per Student Advisory committee guidance.

13. All educational tours, institutional visits, representing intercollegiate events shall be accompanied by the faculty members after obtaining prior permission from head of the institution and from parents.

14. Unauthorized entry of outsiders into the campus is strictly prohibited.

15. Political activity in any form is not permitted in the

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college campus. Unauthorized meetings, propaganda work, fund collection are prohibited within the College campus.

16. If the student has lost library card or ID card , it should be reported to the Principal and the librarian with application for fresh card.

17. Many scholarships are available and top scores of the year are awarded with cash prizes.

18. Annapoorna Yojana i.e. providing lunch for economically deprived students is arranged in the college.

19. Students are requested to keep the campus clean. They are not supposed to litter any waste in the campus. Waste baskets are kept and make the college free from waste and plastic. Students have to park vehicles in parking zone only.

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### Code of conduct for students :

1. Harassing juniors, ill treatment to other fellow students or any such form of ragging is liable to be treated as criminal offence.

2. A student should not discriminate on the basis of race, colour, creed, religion, nationality, ethnic origin or any kind of physical disability. They should at all times conduct themselves in a manner which is not contradictory to any law of the region.

3. Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action. The following actions are considered as misconduct.

a) **Academic misconduct:** copying, malpractice, cheating on assignments and examination.

b) **Disruptive conduct:-** Conduct that intentionally obstructs or disrupts teaching or any other college sponsored activities.

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c) **Discrimination:-** Engaging in verbal or physical behavior directed at an individual or group based on race or religious belief.

d) **Falsification :-** It means willfully providing college office with false misleading or incomplete information, forging college records or documents.

e) Theft, property damage and vandalism.

f) **Abuse of Electronic Communication :-** Use of mobile phones for illegal or improper purpose inside campus.

g) **Media contact:-** Students are strictly prohibited from speaking on behalf of or for college with any media organization without the prior permission of the head of the institution.

h) **Organization or Event Organization:-** A student or group of students shall not form any organizations society or organize any event or collect any fund without specific written permission

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of the college officials.

**Punishments and Penalties:** The following actions may be taken when a Student is found to have violated the code of conduct.

1. Warning
2. Suspension for specified period of time
3. Monetary fines
4. Dismissal

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