***STUDENT CODE OF CONDUCT & DISCIPLINE***

The concept of *vidyaa* is a lot broader than the English term 'education'. *Vidyaa* connotes an education which teaches why to live, how to live, and which guides one to actually live such a life. The pursuit of vidyaa makes one a *Vidyaarthee*

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Basically, this *shloka* tells us the 5 essential qualities desired out of an ideal student.

* A student should be **very agile, alert & energetic like a crow.**
* At the same time, he should have **concentration like a crane**. A crane can sit still for hours together waiting & concentrating on his prey.
* **Sleep should be a like a dog**. A dog wakes up at the slightest of sounds and is ever alert.
* Also very important is the quality of ***alpaahaari*... i.e. light eater**. Students should not be stuffing their stomachs to the brim, since it affects their agility & concentration.
* Most importantly, a student should have the **virtue of *brahmachaari***... in the sense of being of a pure, unadulterated mind.

In this technology driven era, where the fascinations and inspiration are shifting towards sheer causalities, the 68-year-old Badruka College of Commerce and Arts still upholds a set traditions and rituals of traditional education. All the Badrukans ought to adhere to these rules and rituals.

* ***Admission Process***

Admissions into both B Com and BBA shall be made on the basis of MERIT in 10+2 and its equivalent courses subject to rules lay down by the Osmania University to which this college is affiliated. Students who opt for B.com (Hons) at UG level and M.com at PG level must appear for an entrance exam as well as counseling conducted by Osmania University.

* ***Attendance***

Students ought to maintain minimum of 75% attendance in order to appear for the Osmania University examinations.

* ***Identity Cards***

Students must wear the college identity cards in the premises.

* ***Use of Cell Phones***

Cell phones are strictly banned in the college premises. As per the directions issued by the Telangana State Council for Higher Education (TSCHE), students should not carry cell phones to the college. As cell phones are convenient to convey the students’ whereabouts to their parents, on sentimental grounds, students may carry the mobiles to the college, but their use during the classroom lecture or taking photos and videos in the college are considered as a severe offense.

* ***Dress Code***

Dress Code gives a sense of equality among the students. It helps to maintain simplicity and discipline in the premises. It will set at rest all the distractions. Our college is very particular about the dress code. Students, who transgress the suggested code, shall be suspended from college for one day, and on repetition, shall be dismissed for a week.

**For Boys:** Formal shirts or collar-necked t-shirts and trousers or plain jeans.

**For girls**: Salwar kameez with sleeves and duppatta. The length of the kurthi should be beyond the knee length.

* ***Mandatory to appear at the Internal Examinations***

It is a compulsion to write all the Internals, Half-Yearly and Pre-Final examinations that are conducted for students’ self-assessment and realization.

* ***Gender Sensitivity***

Girls and boys must be seated separately, both in classrooms and anywhere in the college premises.

* ***Discipline***

**It** is an offense to shout aloud in the classrooms or in the corridors. Also, plucking of leaves, spitting on the lawn or otherwise, tearing the notices from the notice boards, use of abusive language, etc. is not tolerated. Necessary actions shall be taken against any student indulging in any in disciplinary acts.

* ***Lab and Library Norms:***

The act of destroying computers, plucking keys from keyboards, misusing internet facility, and entering labs with footwear are strictly interdicted. Tearing of pages, defacing, burning or in any way destroying the books of the library and preventing in any manner to use of the Library facility are not encouraged. Every student must hold the Library Pass to borrow books, and only **three books** are allowed at a time.

* **Toilet Etiquette**

Proper maintenance of college toilets is a basic moral code. In case of any inconvenience of supply of water or otherwise, students are expected to bring it to the notice of the administrators so as to fix the problem, rather than ignoring the issue.

* **Use of Lift**

Elevators are strictly meant for staff and physically disabled students (divyangans). Use of the elevators by students is prohibited. When in health emergency, the affected students(s) can utilize the lift facility.

* **Saving Water and Electricity**

Students are requested to save power and water by turning off the lights and fans when there are no students in any classroom, and the toilet taps after use.

* **Students Using Own Modes of Transport**

It is a sincere request to students who drive to the college on their own that they ought to possess driving license and wear helmets.

* **Circulars and Notice Boards**

Information about all the events in college and a few outside literary and cultural events will be sent to classrooms and also a copy of each will be put up on the notice boards at all places in the premises. Students are expected to go through the notice beard regularly, and take active participation in the events.

Additionally, the two Whatsapp groups ‘**BCCA NEWS’** and ‘**BCCA SWD’** keep the Class Representatives abreact of every notice.

* **Parking Lot Norms**

The parking lot should be used only for parking vehicles (two-wheelers) of Badrula College students and staff. Students are warned not to linger there for other matters. Students are under the CCTV surveillance even there.

**Acts of Indiscipline and Misconduct**

Without prejudice to the general meaning of the term indiscipline or Misconduct, the following acts of students, among others, shall constitute acts of Indiscipline or misconduct.

* Impolite or offensive behavior of use/show force of against any employee/student of the college in the college premises or outside.
* Tampering with any fittings (including sanitary and electrical) and furniture of the college.
* Defacing walls or other surfaces of any or college buildings/property.
* Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college premises.
* Possessing or using lethal weapons such as knives, Iron chains, Iron rods, sticks, explosives or Firearms in the college premises.
* Bringing or harboring or entertaining any stranger without permission.
* Indulging in violence, including use of abusive language against any employee of the college in the premises or outside
* Indulging in ragging.
* Arousing, communal, caste or regional feelings or creating disharmony among students.

**Disciplinary Measures:**

Authorized committee members of the disciplinary committee hold the power to take disciplinary measures. The process:

1. Identifying the problem
2. Search for evidences
3. Identifying the candidate(s)
4. Counseling
5. Parent teachers meeting (if necessary)
6. Suspension
7. Issuing TC

**Persons Authorized to Take Disciplinary Actions**

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| **Year** | **Committee Members** | **Designations** |
| 2011-12 | Dr. M.Srinivas | Associate Prof. of Commerce |
| Smt. N. Sunita Bai | Associate Prof. of Commerce |
| Smt. M. Indira | Associate Prof. of Commerce |
| Smt. S. P. Manjula | Associate Prof. of Commerce |
| Sri. B. Vinod Babu | Assistant Prof. of Commerce |
| Sri. D. Venkat Reddy | Assistant Prof. of Commerce |
| 2012-13 | Dr. M.Srinivas | Associate Prof. of Commerce |
| Sri. M. Janaki Ram | Associate Prof. of Commerce |
| Smt. K. Anupama | Associate Prof. of English |
| Smt. M. Indira | Associate Prof. of Commerce |
| Sri. D. Venkat Reddy | Assistant Prof. of Commerce |
| Smt. D. Rashmi | Assistant Prof. of Commerce |
| 2013-14 | Sri. M. Janaki Ram | Associate Prof. of Commerce |
| Smt. K. Anupama | Associate Prof. of English |
| Smt. N. Sunita Bai | Associate Prof. of Commerce |
| Smt. M. Indira | Associate Prof. of Commerce |
| Smt. J. Lavanya | Associate Prof. of Commerce |
| Sri. B. Vinod Babu | Assistant Prof. of Commerce |
| 2014-15 | Dr. M.Srinivas | Associate Prof. of Commerce |
| Ms. Mamta Vaidya | Associate Prof. of English |
| Smt. S. P. Manjula | Associate Prof. of Commerce |
| Smt. K. Anupama | Associate Prof. of English |
| Smt. M. Indira | Associate Prof. of Commerce |
| Smt. J. Lavanya | Associate Prof. of Commerce |
| Smt. D. Rashmi | Assistant Prof. of Commerce |
| 2015-16 | Dr. M.Srinivas | Associate Prof. of Commerce |
| Ms. Mamta Vaidya | Associate Prof. of English |
| Sri. B. Vinod Babu | Assistant Prof. of Commerce |
| Ms. Lakshmi Ramya | Assistant Prof. of English |
| Smt. D. Rashmi | Assistant Prof. of Commerce |
| 2016-17 | Smt. S. P. Manjula | Associate Prof. of Commerce |
| Smt. M. Indira | Associate Prof. of Commerce |
| Sri. B. Vinod Babu | Assistant Prof. of Commerce |
| Sri. D. Venkat Reddy | Assistant Prof. of Commerce |
| Smt. D. Rashmi | Assistant Prof. of Commerce |
| Smt. Durga Rani | Assistant Prof. of Commerce |
| MS. Manasa | Assistant Prof. of Commerce |

***CODE OF CONDUCT FOR TEACHERS***

The Code of Conduct for Teachers serves as a guiding compass, as teachers seek to steer an ethical and respectful course through their career in **teaching**, and to uphold the honour and dignity of the **teaching profession.**

All the teachers are expected to know and follow the outlined Code of Conduct for their profession:

**Commitment to the Profession**

1. Keep all records accurate and up to date

 *The obvious students’ Attendance Registers and Teaching Diary and the records of Additional Responsibilities are to be maintained promptly. Every faculty has to get one’s teaching diary signed by the HOD every week.*

1. Posting of attendance

*By the 5th of every month, the faculty has to post the classroom attendance, of every student in every subject, both manually and digitally*.

1. *Faculty should neither allow other employment to impair the effectiveness of their professional service, nor permit commercial exploitation of your professional position.*
2. *Devote full working time to your vocation*
3. *. Meeting the deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.*
4. Adopt the Technology

*A good teacher is always a good learner. So, be adaptable to the changes in the teaching techniques so as to move on par with the generations and their convenience.*

1. Cell Phones

*Faculty must not carry their mobile phones to the classrooms and to the examination hall, during the invigilation duty.*

1. Examination and Evaluation

*Faculty members ought to adhere to the norms of conduction and evaluation of both internal (slip tests, internals, half-yearly/pre-final) and external exams.(OU Board ).Marks of the internal examinations have to be posted manually and digitally. Students must be allowed to go through the evaluated scripts.*

**Commitment to Students**

Every faculty has to-

1. *Teach beyond the text.*
2. *Provide subject exposure to students; assigning creative classroom activities, assignments, and projects.*
3. *Be unprejudiced towards students.*
4. *Instilling high value on and demonstrate (to students) the commitment for excellence in work, manners and achievement.*
5. *Encourage students to practice respect for others, and to be compassionate and mindful at all times, especially in relation to the aged and the handicapped.*
6. *Encourage students to exercise discipline.*
7. *Help students to develop a sense of responsibility, self reliance and independence.*
8. *Encourage students to show respect for all forms of duly constituted authority.*
9. *Demonstrate patriotism and appreciation of freedom with responsibility.*
10. *Follow student-centered teaching, but not teacher-centered.*
11. *Be approachable.*
12. *Take special care of disabled and week students, by addressing them personally or taking special classes.*
13. *Be amicable with students, but within the professional obligations.*
14. *Be true guiding light and role models to students.*
15. *When a student approaches with any personal fear/problem, do not avoid or discourage, rather counsel the student, and try to speak to his/her parents personally.*
16. *Strictly avoid criticism against the institution and colleagues (in front of students).*

**Association with Colleagues**

1. *Everyone has to be treated as professional equals, regardless of their status.*
2. *Faculty members must treat one another with courtesy at all times.*
3. *The Heads must be approachable and cordial, and earn respect for themselves by upholding integrity, dignity, decorum and efficiency at all levels.*
4. *One has to respect the functional superiority of those set in authority over him/her.*
5. *The heads and superiors must be unbiased towards the staff.*
6. *Deliberately distorting the evaluation of colleagues shall not be tolerated.*

**Attendance, Leaves and Absence**

1. *Be regular and punctual.*
2. *Attendance should be faithfully recorded.*
3. *The Casual Leaves are to be availed with prior notice to the administrators and academic coordinators.*
4. *Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay.*
5. *Information of sudden absence through text messages to the administrators shall not be considered*
6. *In case of OD (On Duty), the faculty holds the responsibility to inform the administrators and seek their permission in advance,.*
7. *After attending any event/seminar/workshop/programme outside, a detailed report has to be submitted to the principal, giving the account of the event.*
8. *Do not abuse leave concessions.*
9. *Half-day leaves shall be granted only with a genuine reason. The faculty, who wishes to avail the half-day leave, holds responsible for getting his/her classes adjusted, in order to avoid the lapse in running the classes.*

**Improving Professionally**

1. *Professional growth is absolutely necessary and must be given priority.*
2. *Writing articles to journals, eBooks, and magazines; attending seminars, FDPs and workshops; presenting research papers, etc must be at regular practice. Participants can claim for reimbursement of the registration fee (if any). Additionally, in case of publications, faculty members would be rewarded Rs. 2000/- on each publication.*

**Punctuality**

Faculty must-

1. *Punch in by 9 AM.*
2. *Report to the classroom on/before the class time.*
3. *Not leave the class before the scheduled class timings.*
4. *Be flexible to adjust classes with colleagues (in case of emergency)*
5. *Seek special permission of the principal or the vice-principals to leave the college premises , during the working hours*.

**Additional Responsibilities**

1. *Faculty must be ready to take up additional responsibilities such as, ‘Academic Coordinator’, ‘NSS Officer’, ‘NCC Officer’, ‘Student Welfare Officer’, ‘Placement Coordinator’, ‘Annual Magazine Editorial Board Member’, ‘Member of Grievance Committee’, ‘Member of Anti-Ragging Committee’, ‘Advisor to the Student Extra Curricular Clubs’, ‘Class in Charges’, etc.*
2. *Faculty , who take up any of the additional responsibilities, hold responsible for*
* *Conduct of meetings*
* *Recording the minutes of the meetings*
* *Scheduling and conducting events/counseling sessions*
* *Maintaining the records with evidences*

