

Code of Conduct for BNV COLLEGE OF TEACHER EDUCATION, Thiruvallam, Kerala

Introduction

This Code of Conduct sets forth the expectations and standards of behaviour for all faculty, staff, and students at **BNV COLLEGE OF TEACHER EDUCATION**, located in Kerala. The College is committed to providing a safe, inclusive, and respectful learning environment for all members of the college community. This Code of Conduct aims to promote professionalism, integrity, and ethical conduct in all aspects of college life.

1. Respectful Conduct:

- 1.1. Treat all individuals with respect, dignity, and fairness, regardless of their race, color, ethnicity, religion, gender, sexual orientation, disability, or any other characteristic protected by law.
- 1.2. Refrain from engaging in any form of discrimination, harassment, or bullying, including but not limited to verbal, physical, or online harassment.
- 1.3. Encourage and promote an inclusive and welcoming environment that values diversity and fosters mutual respect among all members of the college community.

2. Professionalism:

- 2.1. Demonstrate professionalism in all interactions, including maintaining appropriate boundaries with students, colleagues, and other members of the college community.
- 2.2. Adhere to ethical standards in teaching, research, and professional practice, ensuring integrity, honesty, and fairness.
- 2.3. Dress appropriately and maintain a neat and clean appearance that aligns with the professional expectations of the teaching profession.

3. Academic Integrity:

- 3.1. Uphold and promote academic integrity by avoiding plagiarism, cheating, and any other forms of academic dishonesty.
- 3.2. Respect and acknowledge the intellectual property rights of others, including proper citation and referencing in all academic work.

4. Leave rules

- 4.1** A student who requires leave should apply to the Principal and Optional teacher in the required format well in advance. In case of an emergency the the leave application should reach the office at least by 1 p.m on the day after, for which the leave is applied.
- 4.2** Students who are absent without leave application for 3 or more days should submit a written explanation to the Principal and obtain permission for attending the class

4.3. In case of illness, the medical certificate along with the leave application should be submitted to the Principal

4.4. If a student is absent continuously for 10 working days, without the prior approval of the Principal, his/her name will be removed from the roll.

5. Responsible Use of Technology:

5.1. Use technology responsibly and in accordance with college policies, respecting copyright laws, and maintaining appropriate online behavior.

5.2. Protect the college's network and computer resources by following cybersecurity best practices and reporting any security concerns or incidents promptly.

5.3. Model responsible digital citizenship for students, promoting safe and respectful online interactions.

6. Compliance with College Policies and Regulations:

6.1. Familiarize yourself with and adhere to all college policies, rules, and regulations.

6.2. Cooperate fully with any investigations or inquiries conducted by the college relating to alleged violations of policies or misconduct.

6.3. Promptly report any violations or suspected violations of this Code of Conduct to the appropriate college authorities.

7. Policy on Uniforms

At BNV COLLEGE OF TEACHER EDUCATION, we believe that a professional appearance contributes to the overall learning environment and fosters a sense of unity among students. Therefore, the college has implemented the following policy regarding uniforms:

7.1. Uniform Requirement:

7.1.1. All students are required to wear the designated college uniform (**SAREE AND CHURIDARS**) during college hours, including lectures, practical sessions, and any official college events.

7.1.2. The specific details of the uniform, including color, style, and any additional accessories, will be communicated to all members of the college community.

7.1.3. The uniform should be worn in a neat and presentable manner, free from excessive wrinkles, tears, or alterations that deviate from the intended design.

7.1.4 The schedule for dress code for a week will be as follows

- Monday : Uniform saree
- Tuesday : Uniform churidar
- Wednesday : Normal saree
- Thursday : Uniform churidar

- Friday : Churidars/ tops with shawl

7.2. Exceptions and Modifications:

7.2.1. Requests for exceptions or modifications to the uniform policy must be submitted in writing to the appropriate college authority for consideration.

7.2.2. Exceptions may be granted for medical or religious reasons, provided the requested attire adheres to the principles of professionalism and does not compromise safety to the educational environment.

7.3. Uniform Maintenance:

7.3.1. It is the responsibility of students to maintain and keep their uniforms clean, presentable, and in good condition.

7.3.2. Any necessary repairs or replacements of the uniform should be promptly reported to the designated college authority.

7.4. Uniform Distribution and Procurement:

7.4.1. The college administration will provide information on the process of uniform distribution, including purchasing options, vendors, and any specific guidelines.

7.4.2. Students are responsible for procuring their uniforms in a timely manner and ensuring they have the appropriate attire as required

8. Dress Code for Special Occasions:

8.1. On occasions where the college hosts formal events or ceremonies, specific dress code guidelines may be communicated in advance.

8.2. Such events may require formal or semi-formal attire, and all members of the college community are expected to adhere to the communicated guidelines

9. Enforcement and Disciplinary Action:

9.1. Non-compliance with the uniform policy may result in appropriate disciplinary action, as outlined in the college's Code of Conduct.

9.2. Students found in violation of the uniform policy may receive verbal warnings, written reprimands, or other disciplinary measures depending on the severity and frequency of the violation.

9.3. The college administration reserves the right to take appropriate action to address repeated or willful non-compliance with the uniform policy.

7. Updates and Revisions:

7.1. The college administration reserves the right to make updates or revisions to the uniform policy as necessary.

7.2. Any changes to the uniform policy will be communicated to the college community in a timely and clear manner.

Consequences of Violations:

Violations of this Code of Conduct may result in disciplinary action, which can include but is not limited to verbal warnings, written reprimands, probation, suspension, or termination, depending on the severity and frequency of the violation. The college reserves the right to take appropriate action to address any behaviour that is inconsistent with this Code of Conduct.

Acknowledgement:

By signing below, I acknowledge that I have read, understood, and agree to abide by the Code of Conduct of BNV COLLEGE OF TEACHER EDUCATION. I understand that any violation of this Code of Conduct may result in disciplinary action.

Signature

Name and batch with Optional subject

Date