

Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA



(A unit of Coondapur Education Society (R.), Kundapura)
(Affiliated to Mangalore University)

STUDENT HANDBOOK



Dr. B. B. HEGDE



In Pursuit of Educating the Poorest of the Poor

MOULDING THE

FUTURE GENERATION
FOR A BETTER TOMORROW

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Coondapur Education Society (R.), Kundapura

STUDENT CODE OF CONDUCT AND DISCIPLINE IN THE CAMPUS

The following student code of conduct and discipline is enforced to create congenial academic atmosphere in the college campus:

1. A student shall act in a respectful manner towards all fellow students and College staff.
2. A student shall, at all times, wear the student identity card issued by the College in his/her name during working hours of the College.
3. A student shall dispose himself neatly with decent, moderate and pleasant appearance on the campus.
4. A student shall not disrupt or obstruct teaching, administration, disciplinary proceedings, or any other college authorized activity, on or off the campus.
5. A student shall not act or threaten to act in a manner which interferes with the work or study of any member of staff or any student of the College.
6. A student shall not attempt or commit actual theft or misuse of or do intentional damage to college property.
7. A student shall not indulge in lewd or indecent conduct on college premises or at college-sponsored or college supervised functions.
8. A student shall not make profane or obscene speech or any like expressive behavior (including the wearing of clothing displaying such language, pictures, or symbols) in the college campus.
9. A student shall not make mental or physical abuse of any person online/ on college premises, or at college-sponsored or college-supervised functions, including coercion, stalking, intimidation, or verbal or physical actions that threaten or endanger an individual's health or safety.
10. A student shall not possess any firearms, fireworks, explosives, incendiaries, knives of any kind and other types of weapons on college campus.
11. A student shall not smoke and/or use any forms of tobacco products or e-cigarettes on the college campus.

12. A student shall not violate state or college regulations regarding the operation and parking of motor vehicles.
13. A student shall not disrupt, disturb or interfere with any classroom activity or staff operation by loitering in the corridors or by making noise or by playing music or by any other wanton action.
14. A student shall not maliciously or wrongfully destroy, damage, appropriate, abuse or remove property of the College or a fellow student or a staff member.
15. A student shall not, without prior permission from an appropriate College official, utilize any College property, facility, amenity or equipment.
16. A student shall not commit acts of theft or damage in respect of college property.
17. A student shall not commit any act of sale, distribution, use or possess any illegal drugs.
18. A student shall not issue any Press statements on behalf of the College.
19. A student shall not make unauthorized use of the name or badge of the College.
20. A student shall not disobey a Suspension Order made on Disciplinary Procedure.
21. No student is allowed to use alcohol on the college premises, nor is he to enter the college in drunken state of mind.
22. A student shall not commit acts of forgery, falsification, nor shall he/she alter any document, record or instrument of identification, or any medical certificate.
23. No student or group of students shall arrange any meeting/function on the College campus with outside persons without the permission of the Principal.
24. A student shall make use of waste bins for the purpose for which these have been provided and shall not leave litter in any part of the campus.
25. A student or a group of students shall not organize any unauthorized strike on the college campus. No class attendance is marked for the period of strike.
26. Any serious misconduct of a student outside the college premises which is likely to adversely affect the image of the college will be taken cognizance of and appropriately dealt with.
27. A student is advised to avoid irregular attendance, habitual late-coming or indifference in regard to class work, failing which disciplinary action will be initiated.

28. A student is liable to be dismissed from the college if, in the opinion of the Discipline Committee, his/her continuation in the college is detrimental to the interests of the college.
29. In the classroom, when a seat is allotted to a student by the staff member, he/she shall occupy the allotted seat. Refusal to do so is considered as disobedience and attracts disciplinary action.
30. The College does not organize Picnics or Pleasure trips. However the students can participate in educational tours, field visits, surveys, sports events/athletic meets, workshops and seminars, accompanied by the concerned teaching faculty with the written consent of the principal.
31. Cell Phones / Mobile Phones are strictly prohibited in the College premises. If a student is found in possession of the Cell Phone, it will be confiscated and will not be returned till the end of the course. Violation of this rule attracts fine.
32. Ragging is against the law. A student indulging in any act amounting to ragging will be liable to be expelled from the college.
33. If a student remains absent for any test or examination conducted in the college without the prior permission of the Principal, it will be considered as an act of indiscipline calling for action.
34. A student sitting for an examination or test shall comply with:
 - a) Any appropriate instruction by the invigilator of an examination or test.
 - b) all instructions printed on the examination or test sheet or on the cover of the answer book for that examination/ test.
35. A student sitting for a test or examination shall be guilty of an irregularity if:
 - a) he/she helps or tries to help another test or examination candidate, or communicates or tries to communicate with any person other than an invigilator, while in the test/examination venue.
 - b) he/she causes a disturbance in the test/examination venue, or acts in an improper or unseemly manner & refuses after a warning has been issued by the chief invigilator to cease such disturbance, improper or unseemly conduct.