

Criteria – VII - Institutional Values and Best Practices

7.1.10 CODE OF CONDUCT FOR STUDENTS TEACHERS ADMINISTRATORS AND OTHER STAFFS CONDUCTS PERIODIC PROGRAMMES



CODE OF CONDUCT FOR STUDENTS

INDIAN ACADEMY

Degree College - Autonomous

Code of Conduct for Students

Students are expected to abide by the Rules and Regulations of the College as laid out here under and as communicated to them by their faculty, HODs, Principal or the Management through notice board displays, circulars or oral announcements from time to time. The Disciplinary Policies of Indian Academy Degree College – Autonomous are in compliance with Indian Constitution, Indian Laws, Police Advisories, Instructions from Bengaluru North University, UGC, AICTE, and periodic announcements of Government of Karnataka and Government of India and hence are to be strictly adhered to. Students, Special attention is to be paid to the following policies:

Rules and Regulations at IADC-A

- ❖ Strict adherence to the code of conduct and discipline is mandatory.
- ❖ Punctuality being the key to success, we expect students to be on time for all their classes.
- ❖ Students must ensure to have 75% of attendance in each subject, as per the Rules and Regulations without which he/she will not be permitted to appear for the semester examinations.
- ❖ Act of violence and harassment is strictly prohibited.
- ❖ Important Notices / Notifications / Circulars etc., are displayed at separately allocated Notice Boards and Information corners at the campus, students are expected to make it a practice to regularly read such displayed information.
- ❖ Civic sense, particularly cleanliness, is the hallmark of an educated person. Students must absolutely avoid littering, defacing the walls or desks, damaging college property, ICT facilities, spitting and dirtying the surroundings. Strict actions will be taken against such group of students.
- ❖ Students are liable to strict disciplinary action (even suspension), if found smoking in the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
- ❖ Boys and Girls are expected to conduct themselves with dignity and maturity. They must observe norms of decency and propriety among themselves in their inter-relationships.
- ❖ There should be complete silence in the corridors during class hours. Students must not loiter in the corridors during class hours. Students ought to take lecturer's permission

before leaving the class.

- ❖ Students are expected to leave the campus after class hours, unless there is a function/program or rehearsal or sports practice.
- ❖ It is the duty of the student to inform parent/ guardian, all the communications given by the college.
- ❖ Parents can visit the campus with prior intimation and are expected to kindly adhere to the security requirements as prescribed. They can meet the Principal/HOD/Class teachers only during the visiting hours.
- ❖ Association functions and cultural programs will be held only after class hours. Strict discipline to be maintained during any program.
- ❖ Without prior permission outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders to the campus.

Anti-Ragging Policy

The “Anti-Ragging Committee” is constituted at the institutional level to establish measures for prohibiting, preventing and punishing activities of ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act with the following objectives.

- ❖ To make the College Campus “Zero Tolerance for Ragging” and a Ragging free Zone by weeding out ragging in all its forms.
- ❖ To absolutely prohibit ragging in and around the campus, hostel and playground.
- ❖ To prevent the occurrence of ragging by following anti ragging measures in the institution.
- ❖ To sensitize students, staff and parents to adopt measures that will prevent ragging.
- ❖ The Committee may, depending on the nature and gravity of the guilt established by the Anti- Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
 - ❖ Suspension from attending classes and academic privileges
 - ❖ Withhold / withdraw scholarship/ fellowship and other benefits
 - ❖ Debar from in any test/ examination or other evaluation process
 - ❖ Withhold results
 - ❖ Debarred from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

- ❖ Suspension/ expulsion from the hostel
- ❖ Cancellation of admission
- ❖ Rustication from the institution for period ranging from one to four semesters
- ❖ Expulsion from the institution and consequent debarring from admission to any other institution for a specified period

Anti-Sexual Harassment Policy

An Anti-Sexual Harassment Cell has been established by the Indian Academy Degree College Autonomous to provide a healthy and congenial atmosphere to the staff and students of the college with the following objectives

- ❖ Prevent discrimination and sexual harassment by promoting gender amity among students and employees.
- ❖ Develop the guidelines and norms for a policy against sexual harassment.
- ❖ Work out procedures for combating sexual harassment and implementation of the policy
- ❖ Lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against students and the employees.
- ❖ Deal with cases of discrimination and sexual harassment in a time bound manner aiming at ensuring support services to the victim
- ❖ Recommend appropriate punitive action against the guilty.
- ❖ **Prohibition of Drugs, Alcohol and Tobacco:** Students are not to be found in possession of/ making use of/ under the influence of any prohibited substances, narcotics, alcohol and such inebriants, tobacco and tobacco products etc. in any form.

Cyber Crimes Prevention

Students will not misuse or attempt to misuse the IT facilities provided on campus for any acts prohibited under the Indian Cyber Law. Any suspicious activity of the kind will be prevented by debarring students from use of IT facilities.

Campus Discipline

In general, are expected to follow by the discipline and decorum as commonly practiced in educational institutions.

Attendance

- ❖ Students must have the prescribed classroom attendance in each subject of the course to be eligible for writing Semester/End semester Examinations. No exception can be granted to this rule as per University regulations.
- ❖ Attendance at each class hour is compulsory and not just attendance as a whole. Late coming to a class will be marked as absence for that class.
- ❖ Students who have shortage of attendance in a subject will not be permitted to write examinations in that particular subject.
- ❖ Internal Examinations (Mid-Semester & End-Semester) are compulsory for all the students as they contribute to internal assessment marks. A minimum internal assessment marks are required to obtain „Pass“ in examinations irrespective of external marks scored
- ❖ No intimation/notice/memo will be given about shortage of attendance, and it is the student's responsibility to monitor his own attendance. However, parents are advised to inquire about the attendance and performance of their wards from the Class Teacher or Principal at least once a month.
- ❖ Students must inform their respective class teachers in advance for long leave (i.e. leave for at least more than three days) with genuine reason
- ❖ There is no provision for medical leave/ Maternity leave, etc. in the education system
- ❖ Shortage of attendance cannot be compensated or waived off through any medical certificate, paying of fine or requests/recommendations. Such attempts will not be entertained at any cost.

Library Rules

- ❖ Students must cultivate the practice of using Library. They are expected to spend their leisure time in the library where they can refer to books and read newspapers and journals.
- ❖ Borrower's Tickets are not transferable.
- ❖ If the books are not returned within the due date, a fine of Rs.1 /- per day will be charged for the default.
- ❖ Duplicate Borrower's Ticket will be issued on payment of a fee of Rs.50 /- each.
- ❖ Readers are required to deposit their bags belongings at the property counter before enter into the Library.
- ❖ Underlining, scribbling and tearing of pages or any other type of mutilation of books is strictly prohibited and will be severely dealt with.

- ❖ Use of mobile phones in the Library is strictly prohibited.
- ❖ Necessary action will be taken by the Librarian against the users who are found to be misusing the service, facilities of Library collections etc.
- ❖ After use readers are requested not to replace the books on the racks. It will be done by the library staff.
- ❖ No outside / personal books or after issuing the books are not allowed in the library for reading purposes.
- ❖ The Librarian may recall any book any time if required.
- ❖ Silence should be maintained in the Library areas. Conversations, loud talking and discussions must be avoided within the Library.
- ❖ If a book is lost the Librarian has the power to decide whether the book has to be replaced or a fine is to be paid by the borrower. The fine could be up to two (2) times the book current value.
- ❖ All the students are informed to be very cautious in handling Library books and Periodicals. If any students are found guilty of stealing the books and Periodicals, he/she will be blacklisted. They must pay the Double Amount of the Document and will not be allowed to avail the library facility for the Academic Year.

Best Library User Award

Best Library User Award was introduced to motivate the students to make the efficient use of the library and its services, from 2015-2016 onwards, Two students will be selected (one from UG and one from PG) on the basis of the statistical data, accession of books, reading aptitude of the student, utilization of other library resources, discipline and the review of the Library Advisory committee. Every year this Award conferred on the occasion of Recognition Day.

Responsible Behaviour

- ❖ Students must approach and talk to teachers and non-teaching staff with utmost respect.
- ❖ Students must give way to teachers and authorities while walking in the corridors and stairways and remember to wish them as they pass by.
- ❖ Students are expected to be sensitive towards special needs persons by giving them right of the way in pathways, corridors and washrooms and also, helping them at ramps/lifts.

- ❖ Students are expected to be sensitive towards other cultures of all nations, regions and religions. Particularly, any offensive language or behaviour towards scheduled castes/tribes could attract legal provisions.
- ❖ The students can visit the canteen during lunch break and during free hours, but certainly not during class hours.

Dress Code

- ❖ Students must be groomed in formals maintaining the dignity and decorum of an educational institution.
- ❖ Boys and girls are supposed to have decent hairstyles; any kind of hair colouring is unacceptable.
- ❖ Following attires/accessories are not acceptable:

Boys	Girls
Tee Shirts	Tee Shirts
Ear/chin/eyebrow rings & piercings	Short Tops/Gowns/ skirts and short shirts
Capris	Sleeveless tops
Sandals & flip flops	Split dresses
Unbuttoned Shirts	Deep neck shirt
Cargo Pants, Baggy Pants	Capris
Low waist/hip pants	Low waist/hip pants

Identity Cards

Students will be issued with an official photo identity card which they should wear every day to college and produce it to the Security or college officials whenever asked, especially during Examination, during formal programs in the administrative office and in library. Loss of identity card must be immediately reported to the office and new card must be obtained by paying the prescribed cost. Use of duplicates and fakes will be viewed as a serious security breach and will attract disciplinary action.

Mobile Phones and Devices

- ❖ In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, use of mobile phones in the college premises is prohibited. Therefore, usage of Mobile Phones is strictly prohibited in the class rooms, seminar halls, laboratories and other learning areas. Once confiscated, mobiles will not be returned to the students for the whole semester.
- ❖ Any ICT device/gadget being used for educational purposes like projects has to be registered for free Wi-Fi connectivity.
- ❖ Particularly, during examinations mobile phones or any electronic devices are not allowed in to the examination hall.
- ❖ The College is not responsible for confiscation, loss or theft of such devices.
- ❖ Photography is strictly prohibited inside the campus. Permission may be granted by the College to take photos on particular occasions and in particular areas.
- ❖ Possession of mobile phones or similar electronic devices during examination is considered as a serious case of malpractice

Fee Regulations

- ❖ Students must pay the Semester and Examination fees in time failing which, they will not be permitted to attend classes or appear for the examination.
- ❖ Bangalore University Examination Fee should be paid on or before the last date. If student fails to pay Bangalore University Examination fee on time, the College will not be responsible for his/her Hall Ticket.
- ❖ Students shall keep the copy of the fee paid challan / fee receipt for future reference.
- ❖ Fees once paid shall not be refunded.

Liability

Any disciplinary, administrative liabilities arising out of violating any of the above rules will be referred to the College Disciplinary Committee and appropriately penalized. Any legal liability arising out of such acts will be dealt with as per rule of land and the College holds no liability in such cases.



A handwritten signature in blue ink, appearing to be "S. S. Srinivas" or similar, written over a faint grid.

PRINCIPAL
INDIAN ACADEMY DEGREE COLLEGE
AUTONOMOUS
HENNUR MAIN ROAD
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Criteria – VII - Institutional Values and Best Practices

7.1.10 CODE OF CONDUCT FOR STUDENTS TEACHERS ADMINISTRATORS AND OTHER STAFFS CONDUCTS PERIODIC PROGRAMMES

STANDARDS FOR TEACHING AND THE SUPPORT OF LEARNING

INDIAN ACADEMY

Degree College-Autonomous

STANDARDS FOR TEACHING AND THE SUPPORT OF LEARNING

These standards are presented in a brief, digestible form and in alphabetical order. Additional notes (for clarification and amplification, where necessary) are provided in the Appendix.

1. Classroom Teaching

In promoting learning, academic staff at IADC-A must:

- 1.1 show strong classroom management skills.
- 1.2 provide students with a variety of different learning experiences.
- 1.3 make effective use of a range of teaching aids.
- 1.4 provide students with clear explanations and definitions.
- 1.5 use case studies, examples, photos, diagrams or other aids to make verbal or theoretical discussion more concrete and to relate learning to the real world.

2. Classroom Interaction

Classroom learning and teaching at IADC-A is interactive in that it:

- 2.1 actively encourages students to contribute to discussions and to ask questions.
- 2.2 involves both lecturer-student and peer-assisted (peer to peer) learning.
- 2.3 keeps lecturing and lecturer talking time to a necessary minimum.
- 2.4 emphasizes pair work, group work, problem-solving, and student presentations.

3. Blended Learning

Teaching and the support of learning at IADC-A must involve:

- 3.1 frequent engagement with the online learning management system.
- 3.2 a range of appropriate multimedia learning experiences.
- 3.3 a balance of face-to-face and technology-mediated interaction and learning.

4. Learning Support

In supporting personalised and independent learning, IADC-A academic staff must:

- 4.1 provide reading, tasks, quizzes and opportunities for interaction outside class.
- 4.2 ensure that students make use of a range of online and library-based resources.
- 4.3 be available, approachable and supportive at all convenient times.
- 4.4 make every effort to know individual students and their particular strengths and weaknesses.
- 4.5 establish and maintain a positive relationship with all students.

5. Assessment

Assessment designed by IADC-A academic staff must be:

- 5.1 valid.
- 5.2 reliable.
- 5.3 used for both formative and summative purposes.
- 5.4 aligned with well-defined subject learning outcomes.
- 5.5 associated with explicit marking criteria (and/or model answers)
- 5.6 capable of assessing deep as well as surface learning.
- 5.7 capable of assessing higher order cognitive and transferable skills.

6. Feedback

Feedback given to students must be:

- 6.1 provided to students as quickly as possible after an assessment.
- 6.2 in line with learning outcomes and marking criteria.
- 6.3 supportive, in that positive aspects of performance should be pointed out.
- 6.4 constructively critical, in that weaker aspects of performance are indicated, and the way forward is shown;
- 6.5 sufficiently detailed to ensure that the student feels that his/her performance has been fully considered and analyzed.

Appendix

This appendix provides further notes, where necessary, for the purposes of explanation or support, on the above IADC-A Standards for Teaching and the Support of Learning.

1. Classroom Teaching

There is clearly some overlap between sections three and four of the standards. It follows from section three above, that one of the classroom teaching skills required from lecturers at IADC-A is the ability to promote a classroom atmosphere in which students feel free to make comments and ask questions (whether of the lecturer or of other students) while at the same time making sure that all students remain 'on task' and do not misuse the freedom to speak by being frivolous or disruptive.

Taken as a whole, the skills listed as 4.1 to 4.5 require lecturers to be good communicators; to be imaginative in lesson design and in providing a range of learning experiences and contexts; to facilitate learning in all possible ways (including, where appropriate, via short periods of lecturing); and to manage the classroom in such a way as to maximize purposive interaction.

2. Classroom Interaction

Classroom interaction is a vital part of student learning. The old-fashioned transmission model of higher education (in which the lecturer is the source of knowledge and transmits it to the students by lecturing) has long been seen as questionable. Generally speaking higher education today rests on some form of constructivist or social constructivist theory, under which learning is seen as something which takes place through interaction (lecturer- student; student-student) and knowledge is co-constructed. Among other things, each student needs to have the opportunity to relate new ideas (gleaned from the lecturer, from reading, from other students) to prior knowledge. This is best done through discussion (for clarification) and through oral and written production (for gaining ownership of new knowledge). Rather than teacher-centred classrooms or lecturer monologues, classroom interaction is seen by many education specialists as being absolutely fundamental to learning.

3. Blended Learning

Evidence is gradually accumulating that blended learning is more effective than traditional face to face learning. This may be for several reasons. Firstly, a blend of online and face to face learning gives learners the opportunity to see, interact with and understand module content in a variety of contexts. Secondly, online learning can be more personalised: it has the potential to allow learners to follow their own particular interests or learning pathways.

Thirdly, today's students are digital natives who *expect* to learn via technology. They may find too IADC-A old-fashioned classroom teaching to be de-motivating.

For further details, please see the document titled "The College's Approach to Blended Learning".

4. Learning Support

The distinction between 'teaching' and 'learning support' made here is somewhat artificial since, in fact, teaching and learning support show considerable overlap. The items 6.1 to 6.5 in the standards document describe what is expected of IADC-A academic staff in terms of helping students to learn outside class and to develop as independent and lifelong learners.

5. Assessment

- 5.1 A piece of assessment is valid if it can be shown to measure one or more of a module's learning outcomes *and* if it does so in a way that reflects the students' learning experience in class. For example, testing the students through an essay would have low validity if learning in class took place through discussion of multiple-choice questions.
- 5.2 Assessment is reliable when it produces consistent and credible results. If the performance of Student A and Student B in a test is rather similar then they should emerge with similar scores. If Student A's paper is marked by Lecturer A and Student B's by Lecturer B they should still emerge with similar scores. Clear marking guidelines and/or performance descriptors (rubrics) are often needed so as to achieve high levels of reliability, including inter-rater reliability and intra-rater reliability.
- 5.3 Assessment is formative when lecturers use the results so as to advise students on their current strengths and weaknesses and on how they can continue to improve their skills and knowledge. The results of formative assessment can also be used so as to modify the learning and teaching process.

Assessment is summative when it evaluates the extent to which students have achieved the learning outcomes in a particular module.
- 5.4 'Deep' learning is taken to mean learning characterised by, for example, the desire to read widely, to compare and contrast concepts and theories with other concepts and theories, and to relate new ideas to previous knowledge. 'Surface' learning, on the other hand, occurs when students rely on memorizing their notes or material given in lecturer handouts, read only a few required texts, and think narrowly about the module without making links to other modules or to the real world. Well-designed assessment involves the giving of credit for knowledge and

skills acquired through surface learning, but also the giving of additional marks to students who are able to show evidence of deep learning.

- 5.5 Higher-order cognitive skills might include skills such as evaluation or synthesis. Critical thinking skills and creative thinking ('thinking outside the box') are also examples. One might expect to see more testing of such skills at different levels of degree programmes.


Transferable skills are those which will be of value to students not only during the academic study but in other contexts, such as during their working lives. These skills include

interpersonal skills (such as communication skills and teamwork); digital/computing skills; entrepreneurial skills; problem-solving skills; research skills; and self-management skills (time-management, work planning).

6. Feedback

The standards for feedback to students (5.1 to 5.5) are self-explanatory. In order to support learning and guide student progress it is essential that IADC-A staff adhere as closely as possible to all five requirements.




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