



Swamy Vivekananda Vidya Samsthe (R), ShikariCpura

Kumadvathi College of Education

Aided, Permanently Affiliated to Kuvempu University, Recognised by NCTE & UGC Act 2(f),
Section 12(B) & NAAC Accredited with B Grade (2.70 CGPA)

Shivamogga Road
☎ : 08187 – 222383, 222067

Shikaripura – 577 427

Shivamogga District
E-Mail: kumadvathibed@gmail.com



CODE OF CONDUCT

Kumadvathi College of Education

Address : Shikaripura Taluk, Shivamogga
District, Pin No—577427
Phone : 08187– 222383, 222067
Email Id : kumadvathibed@gmail.com
Website : www.kumadvathibed.in



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CODE OF CONDUCT Index

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Principal
Kumadvathi College of Education
Shikaripura

KUMADVATHI COLLEGE OF EDUCATION

BOARD OF MANAGEMENT



Sri. B.S. Yeddiyurappa
Founder Chairman



Sri. M.B. Shivakumar
Director



Sri. B.Y. Raghavendra
Secretary



Sri. Vijayendra B Y
Treasurer



Smt. Tejaswani Raghavendra
Director



Smt. Prema Vijayendra
Director

For Admission Details Please Contact

Dr. Shivakumar G. S. Principal

Contact No's (08187) 222383 (O), 9448929975
E-Mail : kumadvathibed@gmail.com - Web : www.kumadvathibed.in

THE MANAGEMENT

Kumadvathi College of Education is managed by Swamy Vivekananda Vidya Samsthe (R) which is running several educational Institutions Viz, D.Ed. College, P.U Science & Commerce college, High School, Primary Schools, Nursing School and many hostels is known for its selfless service and is continuously involved in social welfare and educational activities since decade, The mission of the trust is to “Do best to do the best”.

THE COLLEGE

Kumadvathi College of Education is established in the year 1997 and receiving Grant in Aid from government of Karnataka. It is permanently affiliated to Kuvempu University and recognized by NCTE. The College has been included under 12(B) and 2F of U.G.C. Act. Accredited ‘B’ Grade with 2.70 CGPA by NAAC. It is housed in a well-equipped building as per the NCTE norms. The Campus is situated in a 26 acres land adjacent to Shivamogga road, Shikaripura. It refreshes you with its scenic beauty, calm & quite environment, completely conducive for education. The college has a track record of providing good quality teacher education and gets almost 100% result and ranks every year

VISION

To educate the students to explore their potentials, do the best that they are capable of doing and become effective, humane, global teachers and useful citizens of the country.

MISSION

- Transforming the hidden potentials of the students into realities.
- To enable the students to develop a holistic personality with productive thinking.
- To enable the students to fulfill themselves with growth, happiness and satisfaction.

VALUES

- To encourage creativity, independent thinking and lifelong learning.
- To nurture and foster work, enthusiasm and exhibit diligence and sincerity.
- To provide education that is cognizant with changing demands of our society.
- To develop sincerity, responsibility and work culture.

- To provide the finest infrastructure, resources and services to enhance growth and development of every student.

STUDENTS PLEDGE

India is my Country All Indians are my brothers and sisters I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it I shall give my parents, teachers and all elders respect and treat every one with courtesy. To my country and my people, I pledge my devotion. In their Wellbeing and prosperity alone lies my Happiness.

NATIONAL INTEGRATION PLEDGE

“I solemnly Pledge to Work with dedication to preserve and strengthen the freedom and integrity of the nation.” “I further affirm that I shall never resort to violence and that I will continue to endeavor towards settlement of all difference and disputes relating to religion, language, region or other political or economic grievances by peaceful and constitutional means”

Ragging is Prohibited

- Ragging entails heavy fines or imprisonment.
- Ragging invokes suspension & dismissal from the College.
- Outsiders are prohibited from entering the College & Hostels without permission.
- All the student teachers must Carry Identity Cards & shown them when demanded.
- The principal may visit the Classes, Hostel and inspect the rooms at any time.



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Code of Conduct for Students

1	Morning assembly is compulsory for every student teacher.
2	Discipline should be maintained and respect your teachers.
3	Action will be taken against miscreants.
4	80% attendance for theory classes and 90% attendance for Internship programme is compulsory.
5	Zero Tolerance for any type of discrimination.
6	Attendance is compulsory during Camp, competitions, seminars and functions.
7	No visitor is allowed to meet the student teachers except parents during college hours.
8	Mobile phone should be switched off or on silent mode while attending classes.
9	Student teachers coming in or going out from the collage must sign in the Entry register at the entry gate.
10	Student teachers are responsible for the safe keeping of their personal belongings like mobile phone, books, cash, ornaments etc.
11	In case of any problem like academic, family or personal problem, talk to the In-charge of Tutorial group or Guidance and Counselling Cell.
12	While visiting the college, parents are advised to meet the Principal.
13	Student teacher should wear their collage identity card daily.



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Code of Conduct for Hostlers

1	Ragging is strictly prohibited in the campus.
2	The hostel fee is to be paid biannually.
3	Mess fee will be paid monthly.
4	Hostel management will provide furniture and fittings for each room, students should bring following material <ul style="list-style-type: none">• Mattress, Blanket and 2 bed sheets• Torch, Bucket, Mug, Spoon, Glass• Lock• Sports Shoes
5	Visiting hours for parents and guests (With the permission of Warden). Sunday 9.00 a.m. to 4.00 p.m. (No one shall be permitted to meet during college hours except during emergency)
6	No overnight guests are permitted in student teachers room.
7	Student teacher should fill the leave form given by hostel warden while taking leave from hostel. Proper and full address should be written on leave forms while going on leave.
8	Student teachers should submit the leave file one day earlier of leave date.
9	The applications will be signed by the Teacher In charge and Principal of concerned Institution and Hostel Warden.
10	Student teacher should sign in the register before they leave

11	Only those students are allowed to go home alone whose parents permit them. No student teachers are allowed to go home after 4.30 p.m. alone
12	Student teachers should take permission from college Principal through warden for taking leave from hostel.
13	Proper discipline should be maintained in the hostel
14	Hostel and room should be kept clean. Hostellers will clean their rooms themselves
15	Hostellers are responsible for any damage of hostel property. Switch off the lights, fans, before leaving the room.
16	The use of electrical appliances such as Heater, Electric Iron, etc. are forbidden in any room
17	Student teachers are responsible for the safe keeping of their personal belongings.
18	In case of gross indiscipline, student teachers will not be allowed to reside in the hostel.


 Principal
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Code of Conduct for Faculty Members

1	Motivate the student teachers and bring out the creativity / originality in the student teachers and should make he/she available for doubt clearance. Encourage student teachers asking doubts / questions.
2	Exhibit and promote patriotism, nationalism, communal harmony, religious brotherhood and fellow feeling as enshrined in the Constitution of India.
3	Show respect towards National Flag, National Anthem, and National Symbols etc.
4	Maintain peaceful and cohesive environment for fellow colleagues and student teachers.
5	Be responsible and interact positively with parents and other stakeholders in educating the student teachers.
6	The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
7	Abide by the rules and regulations of the institution.
8	Provide an innovative and quality education to student teachers.
9	Encourage students asking doubts / questions.
10	Take care of slow learner student teachers and pay special attention to their needs in remedial coaching classes.
11	Complete the syllabus in time and address to the academic needs of the student teachers.
12	Be punctual and must engage the full lecture and should not leave

	the class early.
13	Interact with the student teachers in a friendly manner.
14	Help, guide, encourage and assist students in their learning.
15	Be good counselors and facilitators.
16	Avoid using social Networking sites such as Facebook, WhatsApp etc. during the working hours.


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Code of Conduct for Non-Teaching

1	Remain on duty during college hours.
2	Maintain honesty, integrity, fairness in the Administration.
3	Adhere strictly to the laws and regulations of the college.
4	Deal properly and positively with staff, students and the parents.
5	Must not be absent from duty without official approval or approved leave.
6	Refrain from passing any information pertaining to college to any individual or agency.
7	Clerk should maintain college level/Department level all document files.
8	Peons/Sweepers/Lab attendants should maintain cleanliness of laboratories, class and staff rooms.
9	Peon should do all the work assigned by the Principal and other faculty members.
10	Staff should not leave the office until and unless the higher authority permits.
11	Avoid social networking sites such as Face book, WhatsApp, etc. during the working hours

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Code of Conduct for Principal

1	Provide effective academic and administrative leadership to the institution.
2	Be fair to personnel and student teachers.
3	Assume responsibility and accountability for his/her performance.
4	Maintain good moral character.
5	Not to create fake records or direct others to do so.
6	Not knowingly misappropriate, divert or use money, property or equipment committed to his/her charge for personal advantage.
7	Not reveal confidential information unless required by law.
8	Make concerted efforts to communicate to parents all information which should be revealed in interest of student teachers.
9	Encourage and facilitate staff for their professional growth and Encourage and facilitate staff for research.
10	Take initiatives for community outreach.

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Code of Conduct for Governing Body

1	Ensure decentralization and participative management in institutional practices.
2	Fulfill your lawful duties and obligations towards government with integrity and loyalty.
3	Ensure welfare of students and staff.
4	Strictly follow strategy of mobilization and optimal use of funds.
5	Respect the rights of staff and student teachers.
6	Maintain financial transparency and delivery.
7	Make utmost efforts to develop the institution in a versatile manner.
8	Keep the interest of institution above personal.
9	Take responsible action to maintain educational quality.

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Code of Conduct for Library

1	Five books will be issued to each student for a period of 8 days.
2	Ten books will be issued to each Teachers for a period of 8 10 Days
3	A Fine of Rs.1=00 per day per volume is charged for the books returned after due date.
4	Books marked as reference books will not be issued except for consultation in the library.
5	Books will be issued only on presentation of the Identity card.
6	The students are required to possess their Identity cards while inside the library.
7	Books issued from the library should be used with every care and in no case be disfigured or damaged. At the time of the issue of the book the student himself/herself must check whether the book is disfigured or damaged otherwise the student will be held responsible for the damage.
8	The loss of book should be reported to the librarian before the due date and usual fine will be charged till the book is given back. Otherwise the borrower will pay in the office double the amount of the value of the book.
9	The students are expected to maintain perfect silence in the library.
10	The library will be kept open from 10:00 A.M to 5:30 P.M. and on Saturdays from 10:00 A.M to 1:30 P.M on all working days.
11	The books will be returned at the time of collecting the Hall Tickets, failure to return the books will result in withholding of the Hall Tickets.
12	Any rude behavior with the library staff will be dealt with seriously.

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