



KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

Sponsored by S.K.P.V.V. Hindu High Schools' Committee
Kothapeta, Vijayawada – 520 001.

A College with Potential for Excellence (CPE)
All India 92nd Rank in NIRF by MHRD

Students Code of Conduct

This code of conduct is for the students of KBN College and all the students are required to follow it.

In order to support a positive, safe, and productive learning environment for the entire College community, all students are expected to abide by the KBN College Student Code of Conduct. Conduct that violates student rights and freedom is subject to disciplinary action includes, but is not limited to:

Students Dress Code:

Uniform is compulsory in the campus from Monday to Thursday and Saturday. Students are not permitted to wear revealing clothes in the campus. The appearance of the students at all times on campus should be neat and tidy with groomed hair.

Students have to be in uniform for Guest lectures, Workshops, Industrial visits and Examination (Internal and External), presentations and any other formal functions.

Students not adhering to the above dress code may write an application to the class teacher with a valid reason, for one day permission only for repeated violations after 3 warnings the parents will be informed regarding the same.

1. Students Discipline:

Students would wear their identity cards compulsory. Its violation is subject to disciplinary action. Cell phones are strictly prohibited in the college. Eve teasing and ragging are forbidden the college. It is against the principles of the college to sit or stand as a group/individual or loitering in the campus during the college working hours.

Ragging:

Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the KBN College Campus.

- Anti-Ragging Committee has been constituted and all Anti ragging measures have been taken as per UGC norms.

2. Students Attendance:

Attendance will be calculated in terms of percentage while awarding marks. Minimum attendance required by a student to take semester end examinations.

Theory - 75% ; Practical-90%

At least 60% attendance in theory and 80% attendance in practical is required by a student to pay the condonation for shortage of attendance.

Absence from the Guest Lectures, Workshops and Seminars:

Attendance for Guest lectures, Workshops and Seminars is compulsory.

- Students are required to entirely follow the uniform code recommended and wearing the identity cards is mandatory.
- Students ought to be timely in participation and must be in his/her seat at the initiation of seminars and workshops.
- Students are required to maintain the decorum in the institution and interact meaningfully with the faculty.

Students Identity Card:

- Every student will be provided with an Identity card which he/she must keep as long as he/she is a student of this college.
- Whenever he/she approaches the office /Departments on academic or administrative matters, he/she must produce his/her identity card.
- No request will be entertained without the production of the identity card.
- Along with the hall ticket, the identity card should also be brought for taking any examination, theory or practical ID Card should always be worn around the neck in the college.

Communication to students:

- Any changes effecting the students or class scheduled will be communicated to the students via the notice boards or other modes of communication. It is important that the students keep themselves abreast of any changes of time table details and other announcements.
- It is the responsibility of the students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.

Students Library Rules:

Working hours of the library:

- The library and reading room remain open from 7.30.am to 8.00 pm.
- Internet facility from 9.00 am to 6.00 pm.
- Repographic facility from 9.00 am to 6.00 pm.
- Issue of new borrower cards 10.00 am to 10.30 am.
- Issue of books and return of books 10.00 am to 10.30 am; 1.10 pm to 1.40 pm; 3.10 pm to 3.30 pm; 6.10 pm to 6.30 pm.

The moment a student enters the library he/she should put his/her signature in the visitors register.

Students have to maintain silence in the library and in the reading room.

Students should not cause any sort of damage to the library property and equipment. If any student causes any damage to the library property and equipment he/she shall pay proper compensation for it.

If any student behaves contrary to the rules and regulations of the library, he/she will lose his/her right to enter the library he/she cannot get any facility from the library.

Every student may borrow two books at a time from the library and may keep it with him/her for two weeks. He/she should not give borrowed books to others.

He/she should not spoil the books by drawing the lines. When the student borrows the books from the library he/she should check whether the book is in good condition or not. The book is damaged or spoiled the student will be held responsible.

When a student returns the library books he/she is expected to verify that the return of the books is recorded in his/her library card.

Reference, rare books and magazines will not be issued home.

Books should be returned on or before date mentioned the date mentioned on the borrower card.

If the library books are not returned on or before the due date fine will be levied. The borrower has to pay Rs. 1/- per book per day after the due date.

Students should use their own library card and ID-card. The students should not lend their library card and ID-Card to others. Re Issue of duplicate library card is made at a price of Rs. 5/- in case of lost and damaged.



Students Grievances Cell:

Constitution of Appeals & Grievance Redressal Committee:

The committee shall comprise

- Chairman - Principal
- Vice-Chairman – director - Academic and Planning
- One female faculty nominated by the chairman - Head of the Department of Zoology
- One Male faculty nominated by the chairman - Controller of examinations.

Procedure:

- The aggrieved student would submit in writing his/her grievance to the Head of the Department.
- The Head of the Department will inform the chairman and Vice Chairman would convene a meeting of members within 5 days of receiving the complaint.
- The decision taken would be communicated to the student within 3 further working days.
- Every aggrieved student has a right to appeal. Such appeals will be made in writing to the chairman.