



THE NATIONAL EDUCATION SOCIETY OF KARNATAKA (REG.), BASAVANAGUDI, BANGALORE - 4  
**THE NATIONAL DEGREE COLLEGE, BAGEPALLI**  
 CHICKABALLAPURA DISTRICT, PIN 561 207

Affiliated to Bangalore North University & Accredited 'B+' Grade by NAAC  
 E-mail: nationaldegreecollegebagepalli@gmail.com

**CODE OF CONDUCT AND POLICY DOCUMENT**

**Admissions**

All admissions approved by the principal are subject to the endorsement of Bangalore North University.

**Examinations**

All college examinations are conducted according to the established calendar for all classes, with mandatory attendance.

1. Absence from college examinations is taken seriously as it impacts performance at the college level. Examinations serve as a criterion for awarding internal assessment marks and cannot be claimed as a right. In case of illness during examinations, parents are expected to promptly inform the principal and provide the necessary medical certificate.
2. Students will not be permitted to attend classes until they can justify their absence from examinations. They are required to be accompanied by their parents and meet with the principal, vice principal, or Head of Department.
3. A student is eligible to sit for the exam if they have demonstrated satisfactory progress in the tests and exams administered by the college. Those who fail to demonstrate sufficient progress will be withheld from university examinations.

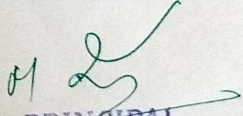
**Attendance**

A student is deemed to have completed the academic year if they have attended no fewer than 75% of the total working periods.

**Leave of Absence**

1. Students are advised against being absent for trivial reasons.
2. Applications for leave due to illness must be accompanied by a medical certificate issued by the college.

Note: The aforementioned regulations adhere to the guidelines set forth by Bangalore North University.

  
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## **Discipline and Decorum**

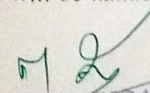
### **Dress Code:**

#### **• Formal Attire**

Students are expected to adhere to modest and simple styles of dress and hairstyle while on campus. Boys are not allowed to grow long hair, dye it, or sport fancy hairstyles and beards. Additionally, the use of caps, bandanas, scarves, and other fashion accessories is prohibited. Students are required to attend classes in formal attire. T-shirts with pictures or text, baggy pants, jeans, low-waist jeans, or multi-pocketed trousers are not permitted. Non-compliance may result in students being asked to leave the college premises for the day. Girls are advised to wear decent and presentable attire and to avoid provocative clothing.

### **Behaviour and Conduct**

1. Students should handle the building, furniture, and equipment with care and consideration. Any loss or damage to these items will incur charges, either individually or collectively.
2. Students are expected to enter the classroom before the first bell and show respect to their teachers.
3. Strikes and similar demonstrations are not allowed, but respectful presentation of grievances will be addressed.
4. Students must wear their identity cards at all times.
5. Students should utilize the library effectively. Any unclaimed property found should be brought to the Principal's office.
6. No funds shall be raised or gifts given to staff members or others without the permission of the principal.
7. Students must promptly update any changes to their address, phone numbers, or email IDs maintained in the office.
8. Shouting or speaking loudly in the college campus is prohibited.
9. Loitering in the corridors during college hours is not permitted.
10. In the event of a lecturer being absent, students are expected to utilize their time in the library, reference section, gym, or indoor games area.
11. Smoking is strictly prohibited on the college campus.
12. Ragging is a punishable offense, and those involved in or encouraging it will be handed over to the police as per the relevant government order.

  
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13. Students are expected to conduct themselves with dignity and maturity, observing norms of decency on campus.

14. Cell phones are not allowed to be used in classrooms. Any such devices found will be confiscated and returned only after parental permission is sought by the principal.

15. After class hours, students are expected to leave the campus unless there is a scheduled function, rehearsal, game, or practice session.

### **Library Rules**

1. The library operates from 9:30 AM to 4:30 PM on all working days and during vacations. On Saturdays, it is open from 9:30 AM to 1 PM.

2. Students are permitted to enter the stock section to select books. Personal items such as bags and jackets should be stored in the property counter provided near the entrance.

3. Each student's ID card, equipped with barcoding, serves as the library card number. Two books can be borrowed at a time upon presentation of the ID card.

4. Failure to return books by the specified date will result in fines.

5. Extension of borrowing period may be granted if the requested book has not been reserved by another student.

6. Silence must be maintained within the library premises.

7. Fines will be imposed for loss or damage of books.

8. In the event of a lost ID card, borrowers should immediately file a written complaint with the librarian to obtain a duplicate card.

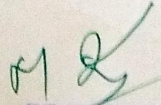
9. Periodicals can only be borrowed from the reference section.

10. Library cards are non-transferable.

11. Reference books are not available for borrowing.

12. Students are encouraged to return or surrender library books prior to their respective examinations.

13. Additional books may be issued to students during examinations and vacations by collecting caution deposits.

  
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### **Student Services and Scholarships:**

Scholarships are granted by government bodies to deserving students belonging to SC, ST, OBC, and minority communities. Additionally, our institution provides special scholarships and free concessions to needy and meritorious students with the assistance of alumni and individual philanthropists.

### **Class Teachers:**

Class teachers will serve as mentors. Any student encountering academic difficulties should consult with their class teacher. The class teacher will assess students' academic performance and monitor their attendance.

### **Parents and Guardians:**

Parents are strongly encouraged to regularly meet with the principal and class teachers to inquire about their children's conduct, attendance, and progress. They must meet with class teachers to collect their wards' report cards.

### **Parking:**

All students are required to park in designated parking areas.

### **Mobile Phone Restrictions:**

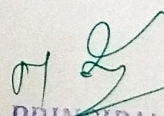
The use of mobile phones is prohibited in classrooms. Strict disciplinary action will be taken if this rule is violated.

### **Class and Sports Representatives:**

At the start of each academic year, a representative will be chosen for each class. These representatives will aid the principal, class teachers, and staff in managing class affairs, such as collecting and returning assignments, distributing notices, and assisting in maintaining college discipline. Their fellow students are encouraged to support them in fulfilling their responsibilities.

### **Cells and Committees:**

To nurture the hidden talents of all students, the college hosts various clubs including literary, cultural, and sports clubs. Coordinators of these cells and committees are responsible for planning activities in advance and conducting them throughout the academic year. At the year's end, the management rewards the best students in competitions. Coordinators for these clubs are appointed annually by the principal.

  
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**Certificates:**

Students seeking character, conduct, and academic achievement certificates must settle all outstanding dues to the college.

**Library:**


The library is an integral part of our educational institution, housing books and periodicals covering a wide array of subjects. A qualified librarian manages the library, which includes a reference section. Students can utilize the library during college hours and leisure time. For reference purposes, a large collection of reference books, newspapers, encyclopedias, diaries, general knowledge books, journals, and previous years' question papers are available, which must be used within the library premises. Students found taking these materials outside the library will face penalties.

**First Aid and Emergency:**

The health, safety, and well-being of our students are top priorities at our institution. Regular health check-ups and counseling sessions are conducted to ensure student health. First aid services are available on the college campus. In case of medical emergencies, we utilize the nearby government hospital in Bagepalli, located within 1 km from the college.

**Sports:**

Leadership, sportsmanship, and character-building are integral parts of our college curriculum. We provide facilities for a variety of indoor games such as table tennis, carom, and chess, as well as outdoor games like football, volleyball, cricket, and athletics. An experienced physical director has been appointed to oversee these activities and ensure students have access to quality sports opportunities.



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### Constitution and Review of Mentoring Committee for Code of Conduct

A professional code of conduct provides guidelines for appropriate behaviour and decision-making in the workplace, fostering a healthier work environment. It aids in addressing issues in a morally and socially acceptable manner, thereby upholding honesty and integrity within the institutional ethos and work culture. Ethical conduct is essential across all facets of institutional operations, including policy-making, decision-making, implementation, and follow-up.

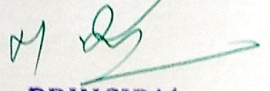
In an educational institution, ethical behavior and conduct are paramount for all participants in the teaching-learning process. Therefore, the following faculty members are assigned responsibilities to oversee the implementation of the code of conduct for students, teaching, and administrative staff:

Sl.no	Name	Designation
1	Prof. Imtiyaz Ahmeed Mubeen M	Principal
2	Prof. Shyla R	Vice Principal
3	Prof. A G Padmavathamma	Assistant Professor
4	Prof. Prathap T A	Assistant Professor
5	Prof. Anusha Priyadarshini C	Assistant Professor
6	Prof. D V Ashok Kumar	Assistant Professor
7	Prof. Naresh N	Assistant Professor

The members of the committee above shall remain vigilant and maintain communication with various committees such as the disciplinary committee, anti-ragging committee, etc., to ensure adherence to the code of conduct for students, teaching, non-teaching, and administrative staff on campus.

Copy to:

All faculty and committee members  
All Heads of Departments  
All notice boards

  
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