



# **BHARATHEEYA VIDYA NIKETHAN**

## **College of Teacher Education**

**Affiliated to University of Calicut, Accredited by NAAC**  
**Kallekkad (Post), Palakkad, Kerala 678006, Mob: 9497899276**  
**Email: [bvncte@gmail.com](mailto:bvncte@gmail.com) Web: [www.bvnbedcollege.com](http://www.bvnbedcollege.com)**

## **BVNCTE Policy Manual**

### **Introduction**

The Policy Manual of Bharatheeya Vidyanikethan College of Teacher Education, Palakkad, serves as a comprehensive guide outlining the principles, policies, and procedures that govern the functioning of the institution. Rooted in the ethos of Bharatheeya Vidya and inspired by the values of holistic education, the college is committed to excellence in teacher education, character building, and nation-building.

This manual has been developed to provide clarity and consistency in institutional operations, ensuring transparency, accountability, and alignment with statutory regulations and the college's mission. It serves as a reference document for faculty, staff, students, and stakeholders, detailing the norms that guide academic and administrative activities.

Through this policy framework, the institution aims to uphold the highest standards in teacher education, foster a vibrant academic culture, and nurture responsible future educators equipped with knowledge, values, and commitment to societal transformation.



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### **I. Governance Policy**

The core component of the Governance Policy of our institution is to ensure the efficient management, regulation, and accountability of the institution in accordance with its specific organizational framework.

- A committee comprising Management Committee members, the Principal, Vice Principal, and senior faculty members functions as the governing body.
- Institutional Committees include: Academic Council, Examination Committee, Internal Quality Assurance Cell (IQAC), Disciplinary Committee, and Recommendation Committee, among others.
- Clear responsibilities and scopes of work are assigned to each office bearer.
- Annual audits, reviews, and reports submitted by office bearers ensure accountability for each academic year.
- All major decisions of the institution are accessible to students, teachers, and parents.
- Necessary information is provided to students through the website, notice boards, and catalogues.
- A transparent governance system is in place.
- All policies and decisions are based on the principle of equality.
- A Grievance Redressal Cell functions to address complaints.



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### **II. Admission Policy**

- The candidate must have passed a degree course. A minimum of 50% marks is required for the General category and 45% for Reserved categories.
- Post-graduation is mandatory for those opting for Commerce as a subject.
- Admission is based strictly on merit as per marks secured.
- 50% of the seats are under the management quota.
- Special consideration and seat reservation are available for SC, ST, OBC, OEC, PwD (PH), and EWS categories.
- At the time of admission, candidates must submit their educational qualification certificates, birth certificate, community certificate (for those claiming reservation), and recent passport-size photographs.
- Candidates who have studied outside Kerala must submit an equivalency certificate.
- EWS and differently-abled (PH) candidates must submit the respective certificates at the time of admission.
- Academic Policy of Bharatheeya Vidyanikethan College of Teacher Education
- The institution contributes to the intellectual and mental growth of students and strives for excellence in teaching practice, research, and learning environments.
- Measures are taken to enhance academic standards and improve the overall quality of the institution.
- To ensure the quality of teaching, regular workshops, seminars, orientation programs, and Faculty Development Programs (FDPs) are conducted.
- Innovative approaches, including Artificial Intelligence (AI), are encouraged in both learning and research.
- Teaching-learning methodologies are updated from time to time in accordance with the syllabus and course requirements.
- Curricular, co-curricular, and extra-curricular activities are organized to support the scientific, cultural, social, and aesthetic development of students.
- High-quality programs are designed and implemented for higher education, research, field training, internships, and industrial collaborations.
- Alongside academic matters, the institution gives importance to discipline.
- Actions are taken in accordance with contemporary educational policies.



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- Planning, monitoring, and evaluation are carried out through the Academic Council.
- Faculty Development Programs are regularly organized.
- ICT and Internet Policy
- Our institution emphasizes access to Internet and ICT facilities for students, staff, and stakeholders.
- Personal use and use of social media are strictly prohibited.
- Users must keep their usernames and passwords confidential.
- It is strictly forbidden to view or share any illegal content.
- Proper maintenance of ICT equipment is mandatory.
- Awareness programs will be conducted to ensure the proper use of ICT facilities.
- These rules are applicable to students as well as all other staff members.



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### **III. Anti Ragging Policy**

- To ensure the safety and a healthy environment for students, ragging is strictly prohibited on this campus.
- A safe and peaceful atmosphere will be ensured for all students.
- If any incident of ragging is reported, a thorough investigation will be conducted, and legal action including expulsion from the college will be taken.
- Students will be encouraged to understand and respect one another.
- At the time of admission, both students and parents will be required to sign an anti-ragging affidavit.
- A strong Anti-Ragging Committee and Squad will be constituted in the college.



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### **IV. Environment and Green Campus Policy**

- Our institution gives importance to environmental protection and sustainable development.
- We are committed to conserving natural resources and ensuring their responsible use.
- Rainwater harvesting systems will be constructed for water conservation, and emphasis will be placed on the reuse of water.
- The use of health-hazardous plastic materials will be strictly prohibited.
- Biogas plants and vermicomposting units will be set up and effectively utilized.
- Programs will be organized to help students, teachers, and other staff understand environmental ethics.

The college will always be maintained as a green campus, and for this purpose, a medicinal garden, a Zodiac garden, and a spiritual garden will be developed.



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### **V. Library Policy**

- The primary objectives of the library policy are to cultivate reading habits among students, provide necessary facilities for research and learning, and encourage activities that enhance knowledge.
- The library will be open from Monday to Saturday, from 9:30 AM to 4:30 PM.
- It will remain closed on holidays.
- Library membership is available to teachers, students, and researchers.
- Registration is mandatory for membership.
- Faculty has to take 15 books and students have to take 6-8 books at a time.
- Special concessions may be granted during examinations, project work, etc.
- A fine will be charged for keeping books beyond the due date.
- Users will be fully responsible for any damage to or loss of books.
- Discipline must be maintained at all times.
- Use of mobile phones is strictly prohibited.
- Bringing food items into the library is not permitted.

### **Resources for reference include:**

- Journals, e-books, databases, and internet facilities.
- When using library resources, every member is expected to act responsibly.
- All members must strictly follow the instructions related to the library.



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## **VI. Alumni Engagement Policy**

### **1. Purpose**

This policy aims to foster strong, enduring relationships between BVN College of Education and its alumni, recognizing their vital role in supporting the college's academic, professional, and community-oriented goals.

### **2. Objectives**

- To build a vibrant alumni network that supports the college and its students.
- To provide professional development opportunities through alumni involvement.
- To encourage alumni participation in mentoring, guest lectures, and teacher training.
- To promote alumni contributions to institutional development and community outreach.

### **3. Scope**

This policy applies to all alumni of the B.Ed. program and staff members involved in alumni coordination and development activities.

### **4. Engagement Strategies**

**Communication:** Maintain regular contact through newsletters, social media, and the college website.

**Events:** Organize annual alumni meets, panel discussions, and workshops for alumni and students.

**Academic Involvement:** Invite alumni as guest speakers, mentors, and evaluators for teaching practice.

**Career Support:** Facilitate job placements, referrals, and networking through alumni.

**Giving Back:** Encourage alumni to contribute to scholarships, infrastructure, or teaching resources.





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### **5. Alumni Database Management**

Maintain an up-to-date alumni database with contact information, career details, and involvement history, while ensuring compliance with data privacy policies.

### **6. Roles and Responsibilities**

Alumni Coordinator/Cell: Oversees alumni programs, maintains records, and plans engagement activities.

Principal and Faculty: Collaborate with alumni in academic and training initiatives.

Students' Council (if applicable): Assist in alumni-student interactions and event organization.

### **7. Policy Review**

This policy will be reviewed every two years by the Alumni Committee to incorporate feedback and improve practices.



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### **VII. Discipline and Anti-Harassment Policy**

#### **1. Purpose**

To promote a safe, respectful, and professional learning environment by setting clear expectations for conduct and outlining procedures to address disciplinary and harassment-related issues.

#### **2. Code of Conduct**

All students, faculty, and staff are expected to:

Maintain academic integrity and professional behavior.

Respect the rights, dignity, and opinions of others.

Avoid actions that may cause disruption or harm to others or the college's reputation.

Follow dress code, class attendance, and institutional rules diligently.

#### **3. Disciplinary Guidelines**

- The following are considered acts of indiscipline:
- Use of abusive or offensive language.
- Cheating in examinations or assignments.
- Willful damage to college property.
- Use of mobile phones during lectures (unless permitted).
- Loitering during class hours.
- Disrespect toward faculty, staff, or peers.
- Disciplinary Actions May Include:
- Verbal or written warning.
- Suspension from classes.
- Denial of access to campus facilities.
- Expulsion in severe cases.



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### **VIII. Anti-Harassment Policy**

Harassment in any form—verbal, physical, psychological, or sexual—will not be tolerated.

#### **4.1. Definition of Harassment Includes:**

- Unwelcome sexual advances or requests.
- Inappropriate comments or jokes.
- Bullying, intimidation, or humiliation.
- Display of offensive material.

#### **4.2. Complaint Mechanism:**

- A written complaint must be submitted to the Internal Complaints Committee (ICC) or the Discipline Committee.
- The identity of the complainant will be kept confidential.
- The ICC will investigate and submit a report within 15 working days.

#### **4.3. Actions upon Verification:**

- Counseling of the accused.
- Issuance of warning or apology.
- Suspension or termination depending on severity.

### **5. Committees**

- Discipline Committee: Handles violations of code of conduct.
- Internal Complaints Committee (ICC): Handles sexual harassment cases under UGC and POSH Act guidelines.



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### **6. Awareness and Prevention**

Regular awareness programs on gender sensitivity and professional ethics will be conducted.

Orientation sessions on anti-ragging and anti-harassment policies at the beginning of each academic year.

### **7. Review of Policy**

This policy will be reviewed annually and revised as necessary to remain aligned with UGC regulations and legal mandates.



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### **IX. Leave policy for students and staff**

- As per the State University guidelines, provisions are in place for granting leave to both teaching and non-teaching staff in the institution.
- Casual Leave of up to 15 days per year is granted to teaching staff, and up to 20 days for non-teaching staff.
- Medical leave is granted based on a doctor's certificate.
- Maternity leave of up to 180 days is granted to women, and paternity leave of up to 15 days is granted to men.
- Study leave may be granted to pursue research or higher studies, subject to the fulfillment of related conditions.
- Vacation leave for teaching and non-teaching staff is granted in accordance with government norms.
- Limited regular leave is allowed for health issues, personal matters, and similar reasons.
- Duty leave is granted for events such as arts festivals, sports meets, NSS camps, training courses, valuation duties, seminars, workshops, and examinations.
- Medical leave is approved upon submission of a medical certificate.

*Dr. Renuka P. C. V*

**PRINCIPAL**

Principal  
Bharatheeya Vidya Nikethan  
College of Teacher Education  
Kallekkad, Palakkad





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### **X. Safety and Health Policy**

#### **Purpose**

To ensure a safe, healthy, and secure environment for all students, faculty, staff, and visitors in accordance with national education and workplace safety standards.

#### **Policy Statement**

1. BVNCTE is committed to:
2. Preventing accidents and health hazards.
3. Promoting physical and mental well-being.
4. Complying with all relevant safety, fire, and public health regulations.

#### **3. Scope**

This policy applies to all areas of the college premises and all stakeholders including students, teaching and non-teaching staff, and visitors.

#### **4. Health Guidelines**

- Regular medical checkups and health camps for students and staff.
- First aid kits maintained in key areas such as the office, staff room, and laboratories.
- Clean drinking water and sanitary washroom facilities

#### **5. Safety Measures**

- Fire extinguishers placed in accessible locations and maintained regularly.
- Regular safety drills conducted (fire, earthquake, etc.).
- CCTVs installed in common areas to monitor safety.
- Security personnel stationed at main gates and during major events.



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### **6. Mental Health and Wellbeing**

- Counseling support available for students dealing with academic or personal stress.
- Awareness programs on stress management and emotional well-being.
- Anti-bullying and anti-ragging measures strictly enforced.

### **8. Responsibilities**

- Principal: Overall responsibility for implementation and oversight.
- Safety Officer/Committee: Monitor, evaluate, and improve safety practices.
- Faculty and Staff: Ensure classroom and lab safety and report hazards.
- Students: Follow safety rules and report unsafe conditions.

### **9. Review**

This policy will be reviewed annually and updated as necessary based on feedback, audits, or regulatory changes.



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### APPRAISAL POLICY

#### Objective

To evaluate faculty performance systematically and fairly, aiming to:

- Improve teaching and research quality.
- Encourage professional development.
- Align individual goals with institutional objectives.
- Identify areas for support and growth.

#### Scope

Applicable to all full-time and part-time faculty members.

#### Appraisal Period

Annual appraisal conducted at the end of the academic year.

#### Criteria for Evaluation

Area	Weightage (%)	Indicators
Teaching Effectiveness	40%	Student feedback, peer review, course planning, innovation in pedagogy
Research and Publications	20%	Number/quality of publications, paper presentations, research projects
Professional Development	10%	Participation in workshops, FDPs, additional qualifications
Institutional Contribution	15%	Committee work, organizing events, community outreach
Student Mentoring	10%	Availability, student support, academic counseling
Administrative Roles	5%	IQAC, examination coordination, etc.





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### **5. Appraisal Tools**

- Self-Appraisal Form (SAF)
- Student Feedback Forms
- Principal's Evaluation
- Evidence portfolio (certificates, papers, reports)

### **6. Process Flow**

1. Self-Appraisal Submission
2. Student Feedback Collection
3. Review by Appraisal Committee (Principal, IQAC representative, AAA committee)

### **7. Outcomes**

- Promotion and increment considerations
- Identification of training needs
- Awards and recognitions
- Development plans for underperforming faculty

### **8. Confidentiality and Transparency**

- All reports are confidential.
- Faculty have the right to access their appraisal results.
- Appeals can be made to a designated committee.



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### **Code of conduct**

### **Students' Code of Conduct and Discipline**

The conduct of students at BVNCTE is governed by college policies, the code of conduct, and applicable state and central laws. These rules are designed to support the vision and mission of the institution while protecting the rights of students, faculty, and staff. BVNCTE grants democratic privileges to its students, balanced with corresponding responsibilities and obligations.

It is the responsibility of each student to familiarize themselves with this **Code of Conduct and Discipline**. From the date of admission, it is assumed that all students are aware of this code. Adherence to these rules is a mandatory condition of admission, and any breach will be met with appropriate action.

This code applies to all students during their time on campus, participation in college-sponsored events outside campus, and within student groups or associations.

### **General Rules and Expectations**

#### **1. Discipline and Behaviour**

All students are expected to exhibit the highest standards of discipline and dignified behaviour both inside and outside the campus. Actions should reflect positively on the college and its reputation.

#### **2. Timings and Prayer Song**

College hours are from 09.30 AM to 03.30 PM. The day begins with a prayer song played over the public address system. Students must stand respectfully in attention, even if outside classrooms, until the prayer ends.

#### **3. Classroom Etiquette**

Students are not allowed to enter or leave the classroom during sessions without the teacher's permission.

#### **4. Leaving Campus During Class Hours**

Students may leave campus during class hours only after obtaining a gate pass from the Principal, HoD, or tutor and signing the Gate Register maintained by the gatekeeper.

#### **5. Leave Applications**

Leave applications, including medical leave, must be submitted in advance to the HoD or the concerned teacher. Medical leave applications should be accompanied by valid medical certificates.

#### **6. Dress Code**

Students must follow formal and decent dressing practices. Clothing with inappropriate messages or graphics related to drugs, alcohol, vulgarity, or offensive language is strictly prohibited.



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### 7. Identity Cards

Students must always wear their identity cards visibly. All faculty and staff have the authority to inspect them. Refusal to comply will result in disciplinary action.

### 8. Eco-Friendly Campus

BVNCTE prides itself on being eco-friendly. Students must contribute to maintaining the campus's greenery and ecosystem. Damaging plants or the environment is considered a serious offense.

### 9. Right to Protest

The college recognizes the right of a student to dissent and to fight for the legitimate rights of the student community. However, this right shall not infringe upon the right of other students to attend the class and/or of the teacher to conduct their lesson. Students shall not take out demonstrations along the corridors or enter the class rooms and obstruct the teaching process. **Students are not expected to indulge in Party Politics inside the campus. In pursuance of the Order of Hon'ble High Court of Kerala the Management has banned Students Politics in this College Campus.** (As per the judgment of the Hon High Court of Kerala, the Management has a right to stall organizational activities of student organizations directly or through their member students in the Campus.)

### 10. Meetings and Events

Organizing or attending any meeting apart from College Union activities requires prior written permission from the Principal. Outsiders cannot be invited to address students without explicit approval.

### 11. Utilizing Free Time

Free time should be spent in the library or reading rooms. Students must not loiter in verandas, crowd in front of offices, or sit on parapets, stairs, or pathways.

### 12. Prohibited Substances

The use or possession of chewing gum, drugs, tobacco, alcohol, and other intoxicating substances is banned on campus and in hostels. BVNCTE is a **smoke-free campus**.

### 13. Maintaining Silence

Students are expected to maintain silence in academic areas to uphold decorum. Activities like hooting, whistling, or loitering are considered indiscipline.

### 14. Tampering with Records

Altering or tampering with college or university records is a severe offense, leading to suspension or expulsion.

### 15. Cleanliness

Students must keep the campus clean and use designated waste bins for disposal.

### 16. College Union Formation

The College Union will be formed as per the Lyngdoh Committee recommendations, adopting an indirect parliamentary system as outlined in Section 6.2.4.



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### **17. Authority of the Principal**

The Principal has the authority to penalize, suspend, or dismiss students for misconduct inside or outside the campus.

### **18. Property Damage**

Damaging or defacing college, public, or private property is strictly prohibited.

### **19. Writing on Walls**

Writing or drawing on walls, corridors, or other spaces within the college premises is not allowed.

### **20. Inviting Outsiders**

Students must not bring visitors to the campus without permission from the authorities.

### **21. Attendance**

Students must maintain at least 75% attendance to be eligible for semester examinations.

### **22. Anti-Social and Immoral Activities**

Any activities deemed anti-institutional, anti-national, anti-social, or immoral are prohibited on campus.

### **23. Criminal Offenses**

Any criminal activity on campus will be reported to the police. Students involved in such offenses may face suspension or expulsion.

### **24. Banners and Displays**

Displaying banners, flags, or flex boards without permission is prohibited.

### **25. Educational Tours and Visits**

Tours and visits require prior approval from the Principal. Parental or guardian consent is mandatory. Faculty members must accompany students on such outings.

### **26. Vehicles on Campus**

Students are discouraged from bringing vehicles to campus. Vehicles must be parked in designated areas, and reckless driving is prohibited. Violations may lead to vehicle confiscation or police notification.

### **27. Criminal Charges and Suspension**

Students facing criminal charges or suspension must obtain special permission to enter the campus.

### **28. Reputation of the College**

Students must not engage in behaviour that damages the reputation or esteem of the college.

### **29. Respect for Staff**

Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the college and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.

### **30. Examinations and Malpractice**

Examination malpractice, including using unauthorized materials or copying, will be dealt with according to university norms.



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### **31. Sports and Games**

Sports activities are permitted only outside class hours.

### **32. Library and Hostel Rules**

Separate rules regarding library usage and hostel conduct are provided at the end of this document.

### **33. Mobile Phone Usage**

As per GO. RT No. 346/05/H.Edn. dated 01.03.2005, usage of Mobile phones is strictly banned inside the campus. In case of violation, appropriate punishment shall be imposed by the Disciplinary authority against such students. All the teachers of the institution have been given authority to confiscate mobile phones from the students inside the campus.

### **34. Anti-Ragging Policy**

"Ragging" means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes :-

- teasing, abusing of, playing practical jokes on or causing hurt to such student,
- asking the student to do any act or perform something which the student will not in the ordinary course willingly do

If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the

**PROVISIONS OF KERALA PROHIBITION OF RAGGING ACT 1998.** which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to a fine of Rs.10,000/-

The Principal or the officer appointed by him may impose strong punishments on the students found guilty of misconduct or indiscipline.

Any student exhibiting prohibited behavior mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to disciplinary sanctions.

Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

### **Amendments to the Code**

The college management reserves the right to modify this Code. Amendments will be communicated through the college website, notice boards, or email.



# **BHARATHEEYA VIDYA NIKETHAN**

## **College of Teacher Education**

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### **Ultimate Authority**

The Principal is the final authority in all matters related to student discipline.

### **Conclusion**

The **Students' Code of Conduct and Discipline** at BVNCTE serves as a guiding framework to ensure a harmonious, inclusive, and enriching educational environment. By adhering to these principles, students not only uphold the values of the institution but also contribute to their own personal growth and professional development. The college is committed to developing a culture of respect, accountability, and excellence, empowering students to emerge as responsible citizens and impactful educators. Compliance with this code is a shared responsibility, and together, we strive to build a campus community that exemplifies integrity, discipline, and mutual respect.



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### **Code of Conduct for Teaching Staff**

#### **Introduction**

The teaching staff at BVNCTE play a vital role in upholding the College's vision and mission, encouraging the holistic development of students, and maintaining a culture of excellence and professionalism. BVNCTE (hereinafter referred to as the College) is dedicated to maintaining high standards of honesty, professionalism, integrity, inclusion, and accountability. It is important for all stakeholders and the public to have trust and confidence in how the College operates. Therefore, everyone working for the College must monitor and regulate their behaviour to ensure it follows this code and other College policies, codes, and guidelines.

Following this code is a required condition of employment for all employees of the College. While this document covers many areas, it is not exhaustive. Employees should understand that behaviours or actions similar to those mentioned, or that align with the principles of this code, are also included. This code complements central, state, and local laws, as well as the College's policies and guidelines.

This Code of Conduct outlines the principles, responsibilities, and ethical standards that teaching staff are expected to follow.

These principles are based on laws, College policies, and widely accepted standards of ethical conduct. This Code complements existing laws, guidelines, and College policies. Adherence to this Code is a mandatory condition of employment for all teaching staff.

#### **Purpose**

To provide a structured framework for the teaching staff to uphold ethical behaviour, professionalism, and accountability.

#### **Aims**

The aims of this Code are to:

- Strengthen the professional responsibilities of the teaching staff.
- Provide clarity on their roles in the academic and overall development of students.
- Maintain harmony, discipline, and inclusivity on campus.

#### **Code of Conduct**

##### **1. Teaching Staff Responsibilities**



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1.1 Teachers must uphold the vision and mission of the College, contributing to the holistic development of students.

1.2 Teachers must adhere to professional ethics as laid down by the UGC and other statutory bodies.

1.3 Teachers should encourage intellectual growth, impart knowledge conscientiously, and maintain academic integrity.

1.4 Teachers are responsible for creating an environment that promotes learning, inclusivity, and mutual respect.

### **2. Professional Ethics**

2.1 Teachers should uphold a high standard of conduct, ensuring that personal behaviour aligns with professional ideals.

2.2 Teachers must engage in continuous professional development through research, training, and collaboration.

2.3 Teachers should be honest and transparent in their academic and administrative roles.

2.4 Teachers should avoid conflicts of interest, maintaining impartiality and objectivity in their actions.

### **3. Duties and Campus Conduct**

3.1 Teachers should be present in their respective staff rooms before 9:30 a.m. and leave only after 4:00 p.m.

3.2 Teachers must actively participate in campus activities and report any inappropriate behaviour to the Principal.

3.3 Teachers should ensure discipline on campus and promote a safe, inclusive, and respectful environment.

### **4. Student Engagement**

4.1 Teachers must build meaningful relationships with students, offering guidance and support.

4.2 Class tutors and mentors must keep records of their students and maintain contact details of students and their guardians.

4.3 Teachers should recognize individual differences among students and strive to address their unique needs.

4.4 Teachers should encourage students to develop a scientific outlook, critical thinking, and democratic values.

4.5 Teachers must refrain from any discriminatory, vindictive, or inappropriate behaviour towards students.





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### **5. Academic and Administrative Responsibilities**

- 5.1 Teachers must mark attendance and maintain accurate records in the Attendance Register.
- 5.2 Teachers must conscientiously perform duties such as teaching, mentoring, supervision, and examination-related tasks.
- 5.3 Teachers should contribute to co-curricular, extracurricular, and community activities for the overall development of students.
- 5.4 Teachers must assist in administrative tasks such as admissions, counselling, and academic planning.

### **6. Library Usage**

- 6.1 Teachers may borrow up to 3 books from the College library, with textbooks allowed for the entire academic year and other books for 14 days.
- 6.2 All borrowed books must be returned by April 30 each year.
- 6.3 The Librarian reserves the right to revoke privileges during critical periods with prior notice.

### **7. Relationships with Colleagues**

- 7.1 Teachers must treat colleagues with respect, developing a spirit of cooperation and professional camaraderie.
- 7.2 Teachers should refrain from making baseless allegations against colleagues and maintain integrity in professional relationships.
- 7.3 Teachers should avoid discrimination based on caste, creed, gender, or other social factors.

### **8. Relationships with Non-Teaching Staff**

- 8.1 Teachers should work collaboratively with non-teaching staff, treating them as equal partners in the educational mission.
- 8.2 Teachers must support the creation of joint staff councils to enhance cooperation between teaching and non-teaching staff.

### **9. Engagement with Guardians**

- 9.1 Teachers should maintain communication with students' guardians, providing updates on academic performance and behavioural progress.
- 9.2 Teachers must encourage regular meetings with guardians to exchange ideas for mutual benefit.

### **10. Commitment to Society**

- 10.1 Teachers must recognize their role in serving the community and promoting public welfare through education.



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10.2 Teachers should actively participate in community development programs, contributing to societal progress.

10.3 Teachers must work against activities that promote division or hatred and actively support national integration.

### **11. Knowledge of College Policies and Regulations**

a) Employees must know and follow the relevant central, state, and local laws related to their work, including international laws when working abroad for College business.

b) Employees are expected to understand and follow the College's policies, codes, and guidelines that apply to their roles.

### **12. Professional Behaviour**

a) Employees must fulfil their duties honestly, cooperate with College administration, and maintain integrity in all their work and communications.

b) Employees must dress and present themselves professionally, reflecting their work role and the College's image.

c) Professional codes of conduct should be followed where applicable.

d) Employees should ensure that their behaviour supports the smooth functioning of the College and that College resources are used only for official purposes.

e) Confidential information must be safeguarded by all employees.

f) While respecting academic freedom, employees must not make public complaints about colleagues, students, or the College on any platform, including social media, as representatives of the College.

### **13. Sexual Misconduct**

a) Sexual misconduct towards other employees or students is unacceptable and strictly prohibited.

b) Complaints against an employee will be handled in accordance with central, state, and local laws and the College's policies.

c) If sexual misconduct is proven, disciplinary actions, including termination, may be taken.



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### **Failure to Comply**

Non-compliance with this Code may result in disciplinary action, including suspension or termination of employment, as determined by the College management.

### **Amendments to the Code**

The College reserves the right to amend this Code of Conduct as necessary. All changes will be communicated to the teaching staff through official channels.



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## **CODE OF CONDUCT FOR MANAGEMENT**

### **INTRODUCTION**

This Code of Conduct provides guidelines on the expected behaviour, responsibilities, and accountability of Management Committee members at BVNCTE. It helps them understand their legal and ethical obligations and supports them in fulfilling these duties effectively.

By accepting a position on the Management Committee, members agree to follow this Code of Conduct.

Additionally, Management Committee members should familiarize themselves with the Calicut University Act, 1975 (and its amendments) and other relevant laws and regulations at the central, state, and local levels.

By adopting this Code, the Management Committee shows leadership and commitment to maintaining effective governance, safeguarding the institution's reputation, and ensuring accountability to stakeholders, including students, faculty, and the community. This Code complements other regulatory frameworks applicable to higher education institutions in India.

### **PURPOSE OF THE CODE**

Good governance is essential for the long-term success and sustainability of BVNCTE. The purpose of this Code is to define the key values and principles that ensure effective governance and guide members in maintaining high standards of behaviour and accountability.

Governance goes beyond rules and processes. It requires a culture of trust, mutual respect, and honest dialogue, along with clear responsibilities and authorities.

### **Objectives**

The Code is designed to help the Management Committee:

1. Successfully implement and sustain the institution's Vision and Mission in a financially, socially, and environmentally responsible manner.
2. Prioritize the interests of students and provide them with a high-quality learning experience.
3. Achieve student outcomes that contribute positively to society and the environment.
4. Manage risks and opportunities to protect the institution's reputation, financial health, and accountability for public funds.
5. Develop an ethical, inclusive, and equitable culture.
6. Promote excellence in teaching, learning, and research and monitor institutional performance.



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7. Provide accurate and transparent information to stakeholders.
8. Demonstrate flexibility and adaptability to create a resilient future.
9. Establish meaningful engagement with stakeholders, including students, staff, and communities at local, national, and global levels.

Good governance requires a shared understanding among the Management Committee, Executive, and Secretary of how these principles apply in practice.

### **SCOPE**

This Code applies to all Management Committee members, committees, task forces, and any entities or ventures under BVNCTE's jurisdiction, whether explicitly or implicitly.

### **CODE STATEMENT**

Management Committee members must:

1. Support and uphold the College's Vision, Mission, values, and objectives while prioritizing the interests of students and staff.
2. Follow the Standing Orders and terms of reference for the Management Committee and its committees to ensure fair, open, and transparent governance.
3. Commit to the safety and well-being of students and staff and actively oppose discrimination of any kind, including but not limited to age, gender, disability, race, religion, and sexual orientation.
4. Collaborate respectfully and work in the best interests of the College.
5. Respect differing opinions during discussions but support the final decision of the Management Committee once made.
6. Base decisions on honest and unbiased assessments of available information.
7. Refrain from making public statements or expressing opinions on behalf of the Management Committee without prior approval.
8. Avoid using their position for personal gain or to benefit others inappropriately.
9. Immediately declare any conflicts of interest related to Management Committee matters.
10. Reject gifts, hospitality, or benefits that could compromise personal judgment or integrity. Any offers must be reported to the Management Committee.
11. Maintain the confidentiality of sensitive Management Committee discussions and decisions.
12. Enhance personal effectiveness by learning about the College's operations and responsibilities.
13. Prioritize attendance at Management Committee and committee meetings.
14. Recognize their broader responsibilities to promote public accountability and ensure the Management Committee's actions reflect positively on the College.
15. Maintain political impartiality in Management Committee work, despite any personal political affiliations.



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16. Understand and comply with the College's policies, such as financial regulations, data protection, intellectual property, and health and safety requirements.
17. Treat College employees with courtesy and respect, developing a relationship of trust and professionalism.

### **COMMUNICATION OF THE CODE**

Each member of the Management Committee will receive a copy of this Code. It will also be referenced in all employment and appointment letters.

### **FAILURE TO COMPLY**

Non-compliance with this Code can lead to:

- a) Reputational damage, legal consequences, or financial loss for the institution.
- b) Disciplinary actions, up to and including termination, for employees violating this Code.

### **ULTIMATE AUTHORITY**

The Chairman of the Trust holds the ultimate authority for all disciplinary matters related to students as outlined in this Code.

### **AMENDMENTS TO THE CODE**

The College management reserves the right to amend this Code. Amendments will be communicated to Management Committee members via notices on the College website, notice boards, or email.

### **CONCLUSION**

This Code of Conduct outlines the values, responsibilities, and standards expected of Management Committee members. By adhering to this Code, members commit to ethical decision-making and professional conduct, contributing to the College's governance, reputation, and success.



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### **Code of Conduct for Non-Teaching Staff**

Non-teaching staff form the backbone of a college's operational efficiency and institutional success. Their roles, though often behind the scenes, are pivotal in ensuring that the academic and administrative processes run smoothly. From managing infrastructure and maintaining records to supporting students and faculty, their contributions create an environment conducive to learning and development. By upholding professionalism, collaboration, and commitment, non-teaching staff enable the institution to function seamlessly and achieve its goals.

At BVNCTE, every staff member is an integral part of the institution's mission to create a supportive, professional, and inclusive environment. The following code of conduct outlines the expectations for non-teaching staff to maintain high standards of professionalism, ethics, and accountability.

#### **1. Duties and Responsibilities**

1. Perform all duties efficiently, diligently, and in alignment with institutional rules and policies.
2. Assist in the smooth functioning of examinations and other institutional activities as required.
3. Maintain a positive relationship with students, faculty, and peers through professional interaction, cooperation, and mutual respect.
4. Treat students with kindness, respect, and dignity at all times.
5. Complete all assigned tasks to meet the expected standards of performance.
6. Keep confidential information secure and respect the privacy of institutional matters.
7. Protect and take care of college property and resources entrusted to you.

#### **2. Attendance and Punctuality**

1. Report to work on time and avoid absenteeism without prior approval.
2. For emergencies or unavoidable circumstances, inform the concerned authority as soon as possible and follow leave procedures.
3. Be prepared to work beyond office hours or on holidays if required.

#### **3. Ethical Conduct**

1. Maintain integrity, objectivity, and professionalism in all actions.
2. Refrain from participating in any political or social activity that disrupts the institution's harmony.
3. Avoid conflicts of interest, such as engaging in external business or honorary work, without prior permission.



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4. Do not accept or solicit gifts, bribes, or favours in exchange for services or advantages.
5. Inform the principal about any involvement in legal proceedings.

### **4. Professional Behaviour**

1. Use respectful language and maintain a friendly demeanour with all stakeholders.
2. Avoid behaviour such as discrimination, harassment, threats, or insults.
3. Work collaboratively, offering support to colleagues and students to achieve institutional goals.
4. Respect and uphold inclusivity, valuing differences in culture, religion, gender, ability, and socioeconomic background.

### **5. Use of Resources and Technology**

1. Ensure the proper use of college resources, including equipment, digital tools, and intellectual property.
2. Limit personal use of cell phones and the internet during work hours to avoid disruptions.
3. Maintain the safety and functionality of the college's physical and digital assets.

### **6. Dress Code and Workplace Environment**

1. Wear professional and appropriate attire that reflects the dignity of your position.
2. Create a safe, clean, and welcoming work environment for everyone.
3. Avoid the use of tobacco, alcohol, or any prohibited substances on campus.

### **7. Relationships and Conduct with Students**

1. Treat all students fairly, without discrimination based on caste, religion, gender, or socioeconomic status.
2. Encourage and guide students positively, encouraging their academic and personal growth.
3. Do not engage in activities that incite disharmony or disrupt the learning environment.

### **8. Acts of Misconduct**

The following behaviours are deemed misconduct and will not be tolerated:

1. Neglecting assigned duties or responsibilities.
2. Engaging in discrimination, victimization, or harassment of any kind.
3. Raising issues of caste, religion, or gender to further personal agendas.
4. Disrespecting or disobeying lawful orders from superiors.





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### **9. Compliance and Accountability**

1. Abide by this code of conduct and uphold the values and reputation of BVNCTE.
2. Any violation of this code may result in disciplinary action, including warnings, suspension, or termination, following a fair inquiry process.

### **Conclusion**

BVNCTE is committed to fashioning a culture of trust, professionalism, and mutual respect. Every staff member plays a crucial role in upholding the institution's values and contributing to its growth. Together, let us work to make BVNCTE a leading institution in teacher education, setting standards of excellence and integrity.



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## **ENERGY CONSERVATION POLICY**

### **1. Preamble**

Recognizing the critical importance of energy conservation and the need to reduce reliance on fossil fuels (Fossil fuel is a generic term for non-renewable energy sources such as coal, coal products, natural gas, derived gas, crude oil, petroleum products and non-renewable wastes.), Bharatheeya Vidya Nikethan College of Teacher Education (BVNCTE) commits to adopting sustainable energy practices to minimize its environmental impact and contribute to a greener future. The College acknowledges the increasing energy demands and the finite nature of fossil fuels, emphasizing the urgent need for energy efficiency and the exploration of renewable alternatives. By implementing this energy conservation policy, the College aims to set an example for the community and inspire a collective commitment to sustainable energy practices.

### **2. Purpose**

This policy outlines the College's commitment to energy conservation and efficiency, promoting the use of renewable energy sources, and developing a culture of energy stewardship among its students, staff, and the wider community.

### **3. Objectives**

- To reduce energy consumption within the College campus through efficient use and conservation measures.
- To promote the adoption of renewable energy sources to meet the College's energy needs.
- To create awareness and educate the College community about energy conservation practices.
- To set an example for the community by demonstrating energy efficiency and sustainability.

### **4. Scope**

This policy applies to all students, staff, faculty, and visitors of the College. It encompasses energy-related activities within the campus, including electricity, water, and other energy sources.

### **5. Definitions**

- Renewable energy: Energy derived from natural resources that are replenished at a faster rate than they are consumed.
- Energy conservation: The practice of reducing energy consumption through efficient use and waste reduction.
- Energy efficiency: The process of using less energy to perform the same task.



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### **6. Policy Statement**

BVNCTE is committed to developing a culture of energy conservation and sustainability throughout the institution. By integrating energy efficiency principles into daily operations, the College aims to minimize its environmental footprint, reduce operational costs, and contribute to a more sustainable future. The College is dedicated to full compliance with all relevant energy conservation legislation and regulations at the state and national levels, and will actively engage with regulatory authorities to ensure adherence to all applicable standards and requirements.

#### **BVNCTE will:**

- Implement energy-efficient technologies and practices throughout the campus.
- Encourage responsible energy usage among students, staff, and visitors.
- Promote the use of renewable energy sources, such as solar power.
- Conduct regular energy audits and monitoring energy consumption.
- Collaborate with the local community on energy conservation projects.
- Incorporate energy conservation education into the curriculum.
- Adhere to the guidelines of the Energy Conservation Act, 2001, and its subsequent amendments, including the Energy Conservation (Amendment) Act, 2010.
- Explore opportunities to participate in the Energy Saving Certificate (ESC) scheme, aiming to reduce energy consumption below prescribed norms.
- Comply with Energy Conservation Building Code (ECBC) regulations for commercial buildings with a connected load of 100 kW or contract demand of 120 kVA or above.
- Regularly review and update the energy conservation policy to align with evolving legislation, technological advancements, and best practices.

### **7. Specific Guidelines for Energy Conservation**

- All electrical and electronic equipment purchased must be energy-efficient and certified.
- Electrical lights and fans should be switched off when not in use.
- Utilize natural light and ventilation whenever possible.
- Designate student teachers to monitor energy usage in classrooms.
- Computers should be turned off at the end of the day.
- Photocopiers and printers should be in standby mode when not in use.
- Use stairs instead of elevators whenever possible.
- Replace incandescent bulbs with LED bulbs and tubes.
- Explore opportunities to harness solar energy.
- Encourage the use of bicycles and electric vehicles.
- Promote research on energy conservation and sustainable practices.
- Engage faculty and students in energy conservation projects.
- Collaborate with local communities, government agencies, and industry leaders on energy initiatives.
- Conduct energy audits periodically to assess performance.



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### **8. Compliance and Enforcement**

Compliance with this policy is mandatory for all members of the College community. The College will establish monitoring and evaluation mechanisms to track progress and ensure adherence to the policy. Non-compliance may result in disciplinary action.

### **9. Roles and Responsibilities**

- College Management: Responsible for policy formulation, resource allocation, and overall oversight.
- Faculty: Incorporate energy conservation into the curriculum and serve as role models.
- Students: Adopt energy-saving practices, participate in awareness campaigns, and provide feedback.
- Non-teaching Staff: Implement energy-efficient measures in daily operations.
- Local Community, Government, and Water Authorities: Collaborate on water conservation projects and provide necessary support.

### **10. Conclusion**

By implementing and adhering to this Energy Conservation Policy, BVNCTE demonstrates its commitment to environmental stewardship and sustainable development. Through collective efforts, we can contribute to a greener and more energy-efficient future.



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### **WASTE MANAGEMENT POLICY**

#### **1. Preamble**

Bharatheeya Vidya Nikethan College of Teacher Education (BVNCTE), hereinafter referred to as “the college”, is committed to establishing a sustainable and environmentally responsible campus. This Waste Management Policy outlines the principles and practices to be adopted by the College to minimize waste generation, promote recycling, and ensure the responsible disposal of waste. By integrating sustainable waste management practices into daily operations, the College aims to reduce its environmental footprint and set a positive example for the community.

#### **2. Purpose of the Policy**

- To minimize waste generation at source through prevention and facilitate repair, reuse, and recycling over the disposal of wastes in a cost-effective manner.
- To promote environmental awareness to increase and encourage waste minimization, reuse, and recycling.
- To explore revenue opportunities from recyclable materials where possible.
- To ensure compliance with legislative requirements when considering waste disposal options.
- To ensure the safe handling and storage of wastes on campus, segregating wastes and disposing of them in accordance with legislative requirements, including hazardous waste that could be harmful to human health and the environment.
- To provide appropriate training for staff, students, and other stakeholders on waste management issues.

#### **3. Objectives of this Policy**

- To minimize waste generation at source through prevention and facilitate repair, reuse, and recycling over the disposal of wastes in a cost-effective manner.
- To promote environmental awareness to increase and encourage waste minimization, reuse, and recycling.
- To explore revenue opportunities from recyclable materials where possible.
- To ensure compliance with legislative requirements when considering waste disposal options.
- To ensure the safe handling and storage of wastes on campus, segregating wastes and disposing of them in accordance with legislative requirements, including hazardous waste that could be harmful to human health and the environment.
- To provide appropriate training for staff, students, and other stakeholders on waste management issues.



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### **4. Policy Statement**

BVNCTE is committed to improving its environmental performance, thereby reducing the impact of its activities on the environment. The College will promote leadership in environmental protection and enhancement through continuous improvement in its waste management processes. The College is fully committed to the principles of sustainable development and strives towards a cleaner, more sustainable future.

### **5. Scope**

This Waste Management Policy applies to all faculty, staff, students, contractors, and visitors of the College. It encompasses all types of waste generated on campus, including hazardous and non-hazardous waste. The policy outlines the procedures for waste reduction, segregation, handling, storage, transportation, and disposal to ensure compliance with legal requirements and promote sustainable practices. The policy also includes the responsibilities of various stakeholders in managing waste and the measures to be implemented for continuous improvement in waste management practices across all departments and facilities of the College.

### **6. Policy Implementation**

To achieve these objectives, the College will:

- Remain compliant with all relevant waste legislation prevailing in India.
- Aim to reduce the amount of waste generated and the associated environmental impacts by applying modern principles.
- Provide facilities to ensure the safe handling, effective segregation, and secure storage of waste on campus, maximizing reuse and recycling opportunities.
- Set specific objectives and targets to minimize waste, improve recycling rates, and reduce disposal.
- Complete regular waste audits to drive continual improvement.
- Provide appropriate training and induction for staff, students, and visitors on waste practices and site-specific requirements.

### **7. Policy Principles**

All staff, students, contractors, and visitors have a personal responsibility to ensure the waste they create is dealt with in accordance with this policy:

- Reduce: Only order/purchase/use the number of materials required.
- Reuse: Retain materials which can be reused onsite or by others.
- Recycle: Segregate to maximize the value of material for recycling.
- Recover: Energy from waste will be recovered where facilities allow.
- Dispose: As a last resort.



# BHARATHEEYA VIDYA NIKETHAN

## College of Teacher Education

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**Kallekkad (Post), Palakkad, Kerala 678006, Mob: 9497899276**  
**Email: [bvncte@gmail.com](mailto:bvncte@gmail.com) Web: [www.bvnbedcollege.com](http://www.bvnbedcollege.com)**

### 8. Roles and Responsibilities

- **Principal:** Oversees the implementation of this policy, appoints a Waste Management Coordinator, and ensures compliance with regulations.
- **Waste Management Coordinator:** Develops and implements waste management plans, monitors waste generation and recycling rates, coordinates with waste disposal services, and organizes awareness campaigns and training programs.
- **Faculty and Staff:** Promote waste reduction and recycling practices in their respective areas, participate in waste audits, and report any waste management issues.
- **Students:** Actively participate in waste reduction and recycling initiatives, segregate waste properly, and report any violations of this policy.

### 9. Waste Management Practices

- **Waste Reduction:** Implement source reduction strategies, promote reuse, and encourage the use of digital tools.
- **Waste Segregation:** Establish designated bins for different waste types and clearly label them.
- **Recycling:** Collect recyclable materials regularly and send them to appropriate recycling facilities.
- **Hazardous Waste Management:** Properly store and dispose of hazardous waste according to regulations.
- **E-Waste Disposal:** Collect electronic waste and send it to certified e-waste recycling centres.
- **Food Waste Management:** Compost food waste and encourage mindful eating practices.

### 10. Monitoring and Evaluation

- **Regular Waste Audits:** Conduct periodic waste audits to assess waste generation and recycling rates.
- **Performance Tracking:** Monitor key performance indicators, such as waste diversion rates and recycling rates.

### 11. Awareness and Training

- **Awareness Campaigns:** Organize awareness campaigns and workshops to educate the campus community.
- **Training Programs:** Provide training to staff and students on waste reduction, recycling, and proper waste disposal techniques.

By following this Waste Management Policy, BVNCTE can significantly reduce its environmental impact, conserve resources, and create a more sustainable campus.



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### **Measures adopted to keep our campus clean**

- a) Sweeping and mopping all hard surface flooring
- b) Vacuuming floors and carpets in administrative, classroom and dormitory building.
- c) Maintaining hand soaps and toiletries in public and dormitory rest rooms.
- d) Proper storage of cleaning equipment and supplies to prevent rodents and pests.
- e) Use of effective and safe cleaning products in rest rooms, cafeterias and food preparation spaces.
- f) Maintain plastic free campus.

### **Measures adopted to keep our campus sanitation**

- a) Providing sanitation facilities by providing toilets and latrines that flush in to a sewer or safe enclosure. There must be a bucket with water and a jug inside female latrines.
- b) Promote good hygiene habits through education.
- c) Providing clean and pure water through automatic water purifier.
- d) Provision of solid waste management facilities :
  - 1) Waste bins/ buckets in each classroom and teacher's office.
  - 2) Waste disposal pit at an appropriate location.
  - 3) Waste handling facilities such as latrines, an incinerator.
  - 4) Sanitary Napkin incinerator is used for instant disposal of used napkins.

### **Measures adopted to keep our campus greenery**

Compost bin for food waste, created a campus garden, grow your food, green belt project, avani natural club





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### **WATER CONSERVATION POLICY**

Water is the fundamental requirements of life. Water is very important to sustain life on Mother Earth. Today, water is under extreme threat due to population growth, increased demand from agriculture and industry, and worsening climate change. Sustainable development is essential for water conservation

As BVNCTE is located in rural area, there is no Municipal Water supply for the college. The college depends on ground water for all its water needs. Hence, efficient usage of available water and adaptation of water conservation measures are essential. The daily requirement of water in the campus is around 5000 litres

#### **Objectives**

- To minimize wastage of water in the campus
- To provide adequate water supplies to meet demands of the campus
- To provide clean, safe, reliable drinking water at all times
- To enable water storage and propose conjunctive management of surface and groundwater
- To protect the groundwater resources from contamination

The following measures are taken for the conservation of water:

A committee is formed to create and execute the water management policy in our campus. This committee primarily ensures the regular monitoring the quality of drinking water, maintenance of water distribution system and effective utilization of the waste water periodically. Entire distribution system is well supervised by Civil works committee to ensure that there are no leakages and wastages of precious water through joints, valves etc