



Mansa College Of Education

Kohka Road Kurud Bhilai (C.G.) 490024

Affiliated To Hemchand Yadav Vishwavidhyalaya Durg (C.G)

Recognised by NCTE

POLICY OF CODE OF CONDUCT

Code of Conduct For Students

DISCIPLINE

The Principal invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest with their elected class Representative to ensure enforcement of rules regarding discipline.

[A] BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES – DO'S AND DON'T'S

- I. Students must be punctual and regular in attending classes, tutorials, class tests examination etc. failure to obtain the required attendance percentage non-submission of assignments and unjustified absence from tests/examinations will be treated as breaching the code of conduct.
- II. Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.
- III. Impersonation during roll call is a punishable offence.
- IV. Use of mobile phone during class hours is prohibited and is liable for punishment.
- V. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheet) during examinations will not be tolerated and will be dealt with severely.
- VI. Students should carefully follow the notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices the Board are ignored.
- VII. Always keep Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the college. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- VIII. Students are expected to come to college dressed suitably maintaining decency.
- IX. Students must wear and display visibly their identity cards at the gate while entering the college and it on your person during college hours inside the campus.
- X. When assembled every class must consider itself responsible for the conduct of its members.
- XI. Students are forbidden from inviting friends from other institutions and outsiders to the college.
- XII. No posters are to be pasted or fixed with cello tape anywhere on the college walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
- XIII. Smoking, chewing and spitting tobacco products,consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
- XIV. Students must refrain from mishandling and tampering with library books of college computer systems.
- XV. The right to access Girl's Common Room is reserved to girls.
- XVI. Students shall not commit or cause breach of peace inside and around the college campus.


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- XVII. Students are prohibited from indulging in games, even in small groups, anywhere in the college premises during lecture hours.
- XVIII. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.

CODE OF CONDUCT FOR FACULTIES

FACULTY RELATED RULES & REGULATIONS

In fulfillment of their obligations to the teaching profession, teachers will strive to :

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statements about their qualification and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues to the profession, disclosure is required by the law or serves compelling professional purpose.
- Respect confidential information on colleagues unless.
- Speak out if the behavior of a colleague is seriously in breach of this code.

RESPONSIBILITY AND ACCOUNTABILITY

- Teacher should handle the subjects assigned by the head of the Department
- Teacher should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in NOTE BOOKS. The Note Books are to be collected from the students in time and returned to the students after correction.
- Teacher should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.


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