

Sunni Jumma Masjid Education Society's
Dr. Mumtaz Ahmed Khan College of Education (B.Ed.), Manchar.
(Recognized by Govt. of Maharashtra and affiliated to University of Pune, Approved by N.C.T.E. Bhopal)

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Code of Conduct for different Stakeholders **Code of conduct for Governing Body and Administration**

1. The administrative professional shall act as a trusted agent in professional relations, implementing responsibilities in the most competent manner.
2. Shall familiarize themselves with Institute policies that are relevant to their responsibilities.
3. Shall maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the Institute.
4. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation
5. Administrative staff will abide by all copyright laws, which applies to the internet as well as paper.
6. Staff wishing to copy original work shall receive written permission from the copyright owner prior to copying.
7. The administrative professional shall strive to maintain and enhance the dignity, status, competence, and standards of the profession.
8. Shall be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected of them.
9. Shall meet all deadlines
10. Shall practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of college funds

Code of Conduct for Principal:

He is the key person with a good vision, who works for the overall development of the college day and night.

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.
2. To take institute and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of college results and academics.
4. To promote institution interaction and research & development activity.
5. To conduct the periodical meetings with the faculties for effective administration of the college.
6. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
7. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the NCTE
8. To maintain good rapport with the public.
9. To give more attention to the grievances of students and staff.
10. To monitor campus drives to help the meritorious students in their job search.

Code of Conduct for Teacher Educators

Code of conduct form an integral part of culture of the institution. Faculty should follow code of conduct strengthening duties, responsibilities towards colleagues, students, parents, government and general populace.

Followings are the different aspect of code of conduct described in details.

1. All Teachers need to follow the rules & regulations of the institutions very strictly.
2. Treating students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.

3. Protecting students from harm.
4. Being committed to students and their learning.
5. Organizing learning to take account of the diverse social, cultural and special learning needs of their students.
6. Working in partnership with parents and guardian.
7. Acting against any form of harassment or unlawful discrimination.
8. At the time of leave every teacher need to adjust lectures and fill lecture adjustment form.

Teachers demonstrate a high standard in teaching and learning by:

1. Engaging students in their learning.
2. Working to achieve high level outcomes for all students.
3. Maintaining records to manage, monitor, assess and improve student learning.
4. Using research and student achievement data to inform professional practice.
5. Engaging in reflective practice and developing their professional knowledge and teaching skills.
6. Providing constructive feedback to colleagues that are considered and helpful.
7. Assisting in developing and mentoring beginning teachers Working cooperatively and collaboratively with others to achieve institutes and its system goals.
8. Accepting responsibility for their own professional learning and development.
9. Mentoring meeting need to be conduct for each week to monitor attendance and academic performance of the students.

Teachers should also:

1. Accept responsibility for high quality teaching.
2. Act with probity in their daily work activities and decision-making.
3. Exercise efficient and effective resource management.
4. Teachers' relationships with pupils/ students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honest.

5. Honesty, reliability and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.

Teachers' practice is motivated by the best interests of the pupils/students entrusted to their care. Teachers show this through positive influence, professional judgment and empathy in practice

Code of conduct for Students

The College expects every student to abide by the following Code of Conduct:

- Every student must always be decently and neatly dressed, be fitting the academic environment.
- In the college premises Students must wear their identity card.
- Students must take proper care of college property, and help in keeping the premises neat and clean.
- Students must not disfigure walls, tables or benches. Any willful damage to the property of the college will be dealt with as a breach of discipline.
- Students are not allowed to invite any outsider to the college or to the college canteen.
- No student should, without the permission of the Principal, write to the Press or communicate any information to it about matters relating to college administration.
- If a student remains absent without leave for any length of time, her name is liable to be removed from the college rolls.
- Ragging is banned in this institution. A student involving in any such act will be expelled from the college and in addition may undergo imprisonment and fine.
- All Students are required to report 15 minutes before the actual college time
- Timely completion of Academic & Practical work will be mandatory for all the students

Code of Conduct for Non-Teaching Staff:

1. The staff members are expected to be at their work place during the prescribed working hours.
2. If, for any unavoidable reason, one has to leave the work place, prior written permissions should be obtained from the Principal.

3. The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in the concern, etc.
4. The staff members shall not engage in offering private tuitions. However, in exceptional cases, with prior permission of the Principal, tuitions can be undertaken.
5. Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
6. Staff members are prohibited from accepting valuable gifts in any form from the students / parents having business transactions with the college.
7. The perks received if any, for the good work from the management by the individual' shall be treated as confidential.
8. The staff members shall not involve in political activities.
9. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
10. Shall respect the dignity of all stakeholders of an organization

Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension/termination

Guidelines, rules and regulations of the campus

Discipline and Decorum:

1. Students should have formal attire and are not permitted to wear T-Shirts & Jeans. Students must follow the department dress code on Monday to Friday
2. Wearing ID card is mandatory for all the students as long as they are in the college premises. They are not allowed to attend the classes' and labs or appear for the examinations without the identity cards.
3. Students are not permitted to use mobiles in the college campus. However, students may use department phone in case of emergency. If any student is found carrying the cell phone in the campus, disciplinary action will be taken.
4. No student should get absent from the class without prior permission of the HOD. If a student is absent for three days continuously without reason/prior permission,

disciplinary action will be taken. The Student

Must submit leave application in advance to the Principal, if he/she wants to go on leave for a day on some valid reason.

No musical gadgets shall be allowed in the college campus. If any student is found using such items, the items would be seized and severe disciplinary action will be initiated

Assignments & Records Submission:

The students are supposed to submit their records and Assignments given by the faculty concerned and get them corrected and graded in time. Late submission is not accepted.

College Timings:

The College commences at 10:00 a.m. and ends at 04:00 p.m. Students are not permitted to go out when the class work is in progress.

Communication/ Notice Boards:

All Communication to parents and students will be done through WhatsApp Parent group and Student group. Students are also informed to see the College notice boards, department notice boards and Lab notice boards regularly.

Undertaking from Students and Parents:

Students and their parents/guardians should execute an undertaking in the prescribed format that they shall abide by all the rules and regulation so the college. Even be for executing an undertaking, a student who has taken admission in this Institute shall be deemed to have agreed to the rules and regulations of the Institute as given in this handbook and also that may be framed from time to time.

Punctuality:

Students should be punctual to their classes. In case of coming late to the class, the student may be permitted to attend the class with the permission of their respective Teacher. If the student is a regular late comer, appropriate disciplinary action will be taken.

Interaction with seniors:

To curb the practice of ragging on the pretext of interaction, the junior students are instructed not to meet the senior's and engage in any sort of conversation. The students are instructed not to spend their time with the seniors even if they are known or related to them.

Bonafide Certificates:

The Academic branch will issue bonafide certificates for bus passes and other purposes to the college students.

Original Certificates:

The Original certificates of each student should be deposited with the college and the same will be returned after the completion of the course.

RAGGING FREE CAMPUS:

Ragging is strictly banned / prohibited on campus. Any student found guilty would be dealt with severe punishments. All senior students of the college are aware of anti-ragging warned about ragging and the institution received a written undertaking. Students who misbehave with staff or other students are deal seriously. Students involving in indecent acts like smoking, consuming liquor and involving in fights may be suspended up to one semester /academic year.

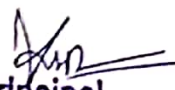
TRAINING & PLACEMENT:

- 1.The organization's interaction is enhanced by coordinating frequent organization visits, planting training, and organizing organization relevance projects for students with the sole purpose of bridging the gap between the school and the education department.
2. Analyses the gap areas which need improvement and follow continuous re-engineering process.
- 3.Helps every student define his/her career interest through individual expert counseling.
4. Makes available updated database and job profile of the Institution and thus helps each student analyze and choose Institution of his interest.
- 5.Organizes and coordinates Campus Placement Program, to fulfill its commitment of a job to every aspirant.

STUDENT ACTIVITIES:

1. Annual Day
2. Extra-Curricular Events
3. School Visits
4. Tree Plantation




Principal
Dr. M. A. Khan B. Ed. College,
Manchar, Tal. Ambegaon, Dist. Pune