

DEBNARAYAN SHIKSHA SANSTHAN
(B.Ed. &D.El.Ed. College)

CODE OF CONDUCT FOR GOVERNING BODY MEMBERS OF THE INSTITUTE

1. Being the supreme authority the G.B. members have every right to consider the suggestions of all the Executive Committees and Trusty body to accept / reject the said suggestions / recommendations by adopting by way of maintaining the decorum of the meeting.
2. The members of the Governing Body shall maintain their transparency resolution with that respect No member should contend the resolution once taken in the G.B.
3. No property of the Trust shall be used for personal benefits of any G.B. member.
4. **a.** If any member posses any different of opinion, he can put his note of dissent.
b. once a decision is taken by the G.B. by majority consensus, no member will discuss that decision outside the meeting. It will be discussed or expressed in the next meeting only. One must honour the opinion of the majority.
5. If any member of the Governing Body needs any primary information from the Institute, she/he will communicate to the Principal and should not have any oral or written communication with any other the employee.
6. If any member considers any misbehaviour and action by any employee detrimental to the Institute, the concerned member will communicate it to the Secretary verbally or in writing so that the secretary can put it in the agenda of the meeting.
7. All members should always keep in mind that no person is greater than the Institute.
8. The Governing Body will receive all communication in writing only from the Principal. In the same way the Governing Body will reciprocate their decision through the Principal.
9. One should respect other members' opinions and give them a chance to express and ifnecessary, the secretary may permit to register their difference of opinion.

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CODE OF CONDUCT FOR PRINCIPAL OF THE INSTITUTE

1. The Principal should monitor the administration of the academic Programmes.
2. The Principal should plan the budgetary provisions for the academic session in advance.
3. The Principal should take all appropriate steps to maintain discipline in the College.
4. The Principal should form various cells/committees for the smooth functioning of the college.
5. The Principal should encourage faculties for their professional development by attending seminars/conferences, online courses and going through research papers/books.
6. The Principal should take steps to make co-ordination among different Departments within the institute.
7. The Principal should conduct meetings of various cells/ committee as and when required.
8. The Principal shall be responsible for the submission of an annual report on the progress of the college as a whole.

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CODE OF CONDUCT FOR TEACHER-EDUCATORS OF THE INSTITUTE

1. Teacher-Educators are expected to manifest their personality in accordance with the ideal of the profession.
2. Teacher-Educators should express their free and frank opinion in the meetings for the betterment of the institution.
3. Teacher-Educators should perform their duties as assigned by the principal or head of the department with full honesty and dedication.
4. Apart from the regular duties like teaching, tutorials, practical; teachers should work for their professional development by attending seminars/conferences and conduct research work.
5. Teacher-Educators must maintain a healthy relation with their colleagues.
6. Teacher-Educators should participate in extension programme, co-curricular activities and community service.
7. Teacher-Educators should communicate with students impartially regardless of their religion, caste or economic characteristics.
8. Teacher-Educators should motivate student-teachers to improve their academic and professional achievements.
9. Teacher-Educators should refrain from availing leave except on unavoidable grounds, and as far as possible take leave with prior intimation, permission and adjustment of their assignments with other colleagues.
10. Co-operation of teachers is expected towards the college's green initiative by adopting sustainable practices like switch off the lights/fan when not required, communicate via e-mail, take print using, both sides of papers.
11. Keeping the college environment free from pollution by the proper healthy use of the premises and never to use tobacco product are included in the code of conduct.

CODE OF CONDUCT FOR STUDENT TEACHER OF THE INSTITUTE

ATTENDANCE

- Student-teachers should regularly attend all classes during the academic year.
- At least 80% attendance is mandatory to appear in the semester examinations.
- The student-teacher should complete the theory assignment, internship, and practice teaching lesson designs, and other activities as specified in the curriculum before the given time.

DISCIPLINE

- Student-teachers are advised to maintain decorum during their stay in the campus.
- Student-teachers are not allowed to invite any outside person without the prior written permission of college authorities.
- Student-teachers are encouraged to be a part of MCE green initiative and adopt green practices like maintaining the college premises clean, avoid plastic item and switch off the lights/fans when leaving the classroom etc.
- Student-teachers are prohibited from any anti-institutional, anti- National, anti-social activities within the campus.
- Student-teachers are advised not to involve themselves in ragging, harassment and any other such type of incidents. In any such case disciplinary action will be initiated against the accused student.

I-CARD & LIBRARY CARD

- Student-teachers must carry the college I-card with them in the college and any other college related activity.
- The library card should accompany the students to enter into library avail of the facilities,
- In the case of loss of I-card or library card, it should be informed immediately to Principal/ HOD and librarian.

MOBILE PHONE

- Student-teachers should switch off their mobile phones while in the classroom and the library.
- Student- teachers are not allowed to carry mobile phone in the examination hall.

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CODE OF CONDUCT FOR OTHER STAFF OF THE INSTITUTE

1. Staff members should be fully conversant with all aspects of the college's policies and procedures and will be prepared to implement them.
2. Establish and maintain co-operative relationships with other administrative staff members.
3. Staff should discharge their duties with full dedication.
4. Staff should act promptly to solve the problems like classroom problems or any other emergent problems of the students.
5. The grievance of students for matters related to admission, examination or any other matter related should be solved immediately.
6. The supportive staff of the college should report half an hour before the college time and maintain cleanliness in the college.
7. Supportive staff should do all the work assigned by the Principal/ Head of the department and other staff members.

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