

IQRA EDUCATION SOCIETY'S  
IQRA COLLEGE OF EDUCATION  
JALGAON



CODE OF CONDUCT



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# CHAPTER- I

## CODE OF CONDUCT FOR STUDENTS

### 1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Principal.
- Any act of indiscipline or misbehaviour by any student will attract punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- All educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents, Guardian of the students.



  
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- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- Smoking and the unlawful consumption or use of illegal drugs, tobacco, gutkha and alcohol in the college premises is strictly prohibited.
- Discrimination in respect to Religion, Caste, Creed, Gender and Colour is strictly prohibited.
- Every student shall Ensure that no act of his/her consciously or non-consciously brings the college or any establishment or authority connected with it into disrepute.

## 1.2 I-CARD

- Every student should collect his / her I-Card within a month from the date of admission.
- Every student must carry the college identity card with him/her at all times on the college premises and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented. Without I-Card the reader may be refused the use of the Home Lending facility.
- The students must return the college library book within the stipulated time and date.
- The students must have to pay late fine and damage charged of college library book if any.



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- If student has lost I-card, it should be reported immediately to the administrative office with an application.

### **1.3. VALUES**

- Treat fellow students, teachers, and staff members with respect, kindness, and courtesy at all times.
- Use respectful language and maintain appropriate behaviour, both inside and outside the classroom.
- Respect the confidentiality of personal and academic information shared by peers, teachers, and staff.


### **1.4 DRESS CODE**

- Students are expected to wear descent/ formal dress while on college campus.

### **1.5 MOBILE PHONE**

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.



  
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## 1.6 RAGGING

- Ragging, bullying, or harassing any student in the college or outside is strictly prohibited.
- Action will be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India.

## 1.7 ATTENDANCE

- Student should be regular in attendance for all sessions during the day. Student should have at least 80% attendance in the Lectures of every subject.
- If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class without the permission of principal.
- The student must report about the sickness/ medical certificate to the Institute.
- On no account will students be allowed to remain absent for any mid/ term - end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all practical and project work such as seminar presentations, case studies, term paper and action research projects within stipulated time.




  
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## 1.8 EXAMINATION

- The students must appear in every internal activities and examination conducted by the college.
- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination.
- Candidates will be disqualified if they are found adopting some unfair means in the examination. Candidates should not communicate, transfer and pass on any cheating/copy writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university published by university examination department.



  
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## CHAPTER- II

### CODE OF CONDUCT FOR STAFF

#### 2.1 DISCIPLINE

- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of the Principal.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status disability or impairment (physical disability or medical status).
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.



  
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- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

## **2.2 LEAVE SANCTION RULES**

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of the University and State government of Maharashtra.



  
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## CHAPTER- III

### CODE OF CONDUCT FOR TEACHING-STAFF

#### 3.1 DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Institution.


#### 3.2 LEAVE SANCTION RULES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the principal or the next senior faculty must be informed with appropriate alternate arrangements suggested.

#### 3.3 CONTINUOUS ASSESSMENT

- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.




  
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- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the Principal and inform him/her about the habitual absentees, slow learner student, objectionable behaviour, etc.
- Every Faculty Member should maintain academic record / attendance of students for their pedagogy subject.

### **3.4 CLASSROOM TEACHING**

- The staff should engage the full 40 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts/questions.
- The staff should take care of slow learner students and pay special attention to their needs.
- The staff should take remedial and enrichment classes to facilitate teaching learning process.
- The staff should motivate the students and bring out the creativity/ originality in the students and should make himself /herself available for doubt clearance.



  
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- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.


### **3.5 TEST/ASSIGNMENTS/MID-TERM TESTS**

- Regular tutorials have to be conducted and good rapport between Mentor and mentee is must.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar. Remedial and Enrichment classes must be organized for under achievers and bright students.

### **3.6 APPRAISAL REPORT**

- Faculty Members are expected to update their knowledge by attending seminars workshops/conference, after obtaining necessary permission from the principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines, and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by the principal in academic, co-curricular or extra-curricular activities.




  
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## CHAPTER- IV

### CODE OF CONDUCT FOR NON-TEACHING STAFF

- Confidential reports and other information in personal file of any employee should be kept confidential by other staff members.
- Administrative Staff should take additional responsibilities if required as assigned by Principal.
- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.
- Supporting Staff should report the college half an hour before the college time.
- Supporting Staff should maintain cleanliness of laboratories, class and staff rooms.
- Supporting Staff should do all the work assign by the principal of the college.
- Supporting Staff should not leave the office until and unless the higher authority permits.
- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of the University and State government of Maharashtra.




  
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## CHAPTER- V

### CODE OF CONDUCT FOR PRINCIPAL

- The principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The principal should form various college level committees which are necessary for the development of the Institute.
- The principal should encourage faculty members to update their knowledge by attending seminars/workshops/conference.
- The principal should encourage faculty members to author text books and publish research papers in reputed International/Indian Journals/Magazines and Periodicals.
- The principal should provide leadership, direction and co-ordination within the Institute.
- The principal should periodically review this Code of Conduct. As it deems necessary to ensure that this Code of Conduct conforms to applicable laws.



  
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- Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The principal is responsible for the development of academic programmes of the Institute.
- The principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The principal should ensure that directions issued by the management are strictly complied with or, as the case may be, Implemented.
- The principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.




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## CHAPTER- VI

### PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.



  
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