



## **SATYAM COLLEGE OF EDUCATION**

### **CODE OF CONDUCT FOR STUDENTS**

#### **ATTENDANCE**

- Students should regularly attend all classes during the academic year.
- At least 75% attendance is mandatory to appear in the semester examinations.
- The student should complete the theory assignment, internship, and practice teaching lesson plan, and other activities as specified in the curriculum before the given time.

#### **DISCIPLINE**

- Students are advised to maintain decorum during their stay in the campus.
- Students are not allowed to invite any outside person without the prior written permission of college authorities.
- Students are encouraged to be a part of SCE green initiative and adopt green practices like maintaining the college premises clean; avoid plastic items, switch off the lights/fans when leaving the classroom etc.
- Students are prohibited from indulging in any anti-institutional, anti-national, antisocial activities within the campus and hostel.
- Students are advised not to indulge themselves in ragging, harassment and any other untoward incidents, in any such case indiscipline action will be initiated against the student involved thereof.
- Damage to college property due to negligence/lack of care would result punishment and compensation for loss caused.

#### **I-CARD & LIBRARY CARD**

- The student must carry the college I-card with her in the college and any other college related activity.
- A library card would be issued to students to avail library facilities.
- In the case of loss of I-card or library card, it should be informed immediately to HOD and librarian.

#### **MOBILE PHONE**

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



## **SATYAM COLLEGE OF EDUCATION**

### **CODE OF CONDUCT FOR TEACHERS**

- Teachers are expected to conduct themselves in accordance with the ideal of the profession.
- Teachers should express their free and frank opinion in the meetings for the betterment and upliftment of the organization.
- Teachers should perform their duties with full honesty and dedication, as given by the principal or head of the department.
- Apart from the regular duties like teaching, tutorials, practical; teachers should work for their professional development by attending seminars/conferences and conduct research work.
- Teachers must maintain a cordial relation with their colleagues.
- Teachers should participate in extension, co-curricular activities and community service.
- Teachers shall communicate with students impartially regardless of their religion, caste or economic characteristics.
- Teachers should motivate students to improve their academic and professional achievements.
- Teacher should refrain from availing leave except on unavoidable grounds, and as far as possible take leave with prior intimation, permission and adjustment of their responsibility.
- Cooperation of teachers is expected towards the college's green initiative by adopting sustainable practices like switch off the lights/fan when not require, communicate via e-mail, take print when it is very important, use both sides of papers etc.



# **SATYAM COLLEGE OF EDUCATION**

## **CODE OF CONDUCT FOR PRINCIPAL**

- The Principal should monitor the administration of the academic programmes.
- The Principal should plan the budgetary provisions for the academic session in advance.
- The Principal should take all appropriate steps to maintain discipline in the college.
- The Principal should form various cells/committees for the smooth functioning of the college.
- The Principal should encourage faculties for their professional development by attending seminars/conferences and author research papers/ books.
- The Principal should take steps to make coordination among different departments. within the institute.
- The Principal should conduct meetings of various cells/ committees, as and when required.
- The Principal shall be responsible for the submission of an annual report on the progress of the department.



## **SATYAM COLLEGE OF EDUCATION**

### **CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT**

- The Head of the department should be responsible for academic planning and its proper implementation.
- The Head of the department is responsible for the allocation of academic workload and other duties of the faculties.
- The Head of the department should consider the interest/ choices while allocation the subject and responsibility in the cell / committee.
- The Head of the department should arrange frequent meetings with the faculties to appraise the progress of academic and administrative work.
- The Head of the department should arrange for feedback responses from the students, alumni, employers and parents.
- The Head of the department should monitor the progress report of the faculties and submit it to the principal.
- The Head of the department should take the necessary steps to maintain a congenial relation among departmental faculties.



# **SATYAM COLLEGE OF EDUCATION**

## **CODE OF CONDUCT FOR OTHER STAFF**

- Staff members should be fully conversant with all aspects of the college's policies and procedures and will be prepared to implement them.
- Every staff member of the college abide with the rules of the college.
- Establish and maintain co-operative and congenial relationships with other administrative staff members.
- Staff should discharge their duties with full dedication.
- Staff should work diligently to ensure that the college provides faculty and staff with the necessary items to perform their assigned work.
- Staff should act promptly to solve the problems like classroom problems as and when faced by the faculty or other staff of the college.
- Staff should use the college funds judiciously.
- The grievance of students for matters related to admission, examination or any other matter related thereof should be taken care of immediately.
- A confidential report of the department should be part of the personal file of that employee and should be kept confidential by staff members working with this department.
- The supportive staff of the college should report half an hour before the college time and maintain cleanliness in the college.
- Supportive staff should do all the work assign by the Principal / Head of the department and other staff members.