



**MAR BASELIOS COLLEGE OF EDUCATION,
SULTHAN BATHERY, WAYANAD, KERALA**

Cycle 1

NAAC ACCREDITATION-2024

SSR- Criterion 7

**7.1.9 Code of Conduct for Students, Teachers, Administrators and
other staff of Institution.**


Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University

Code of Conduct for the students

Students admitted to this college must abide by the rules and regulations prescribed by the college authority. Such rules and regulations are

- Student teachers are expected to be clean, tidy and respectable in dress and appearance.
- College timings is scheduled from 9.30 am to 3.30 pm. The students should line up for the assembly at 9.15 am.
- The day begins with morning assembly with news reading, pledge thought for the day and national anthem.
- Students who are late for the assembly should report to the principal before entering the class.
- The students must be regular in the class and should attend at least 75% of total classes held failing which the Academic Committee will take necessary action.
- Students with less than required percentage of class attendance will be declared as non-collegiate and with less than 25% will be declared as discollegiate.
- Students are expected to stand up when the teacher enters the classroom
- No student shall leave the class without the permission of the teacher.
- Students are expected to wear the college uniform all days on the days scheduled specially during assembly days.
- Gents are not allowed to wear jeans in the college campus. t-shirts is also not allowed.
- Hair style boys and girls should be in accordance with teaching profession.
- Ladies are not allowed to wear sleeveless tops, shorts top, three fourth etc
- Alcohol, smoking and chewing are strictly prohibited in the college campus
- Mobile phones can be used for the learning purpose with the permission of the teacher during class hours.
- The students must pay college dues in time.
- The students must appear in every internal examination conducted by the college.




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- Candidates will be disqualified if they are found adopting some unfair means in the examination or if they have in their possession such things as books, notes or papers except the questions papers of the ongoing examination.
- Students will contribute to the College with high tone of their manners and general behavior.
- The students must maintain unity and fraternity among the students.
- As per as possible, cleanliness, politeness, honesty, attention to work and respect to teachers and companions are concerned, the college should be looked upon as a place of reverence and discipline.
- Complete silence must be maintained in the class room, library, laboratory, computer room.
- In the absence of the lecturer, students' union assumes responsibility for order and discipline of the class. The students should fulfill their duty with loyalty.
- Students who are given responsibility should carry it out dutifully and impartially in accordance with the direction of the principal/vice principal or the teacher authorized by him. They should consider it as a service to the college and to their fellow students. Students may always approach the principal/vice principal and the teachers for any reasonable or sympathetic consideration.
- Disciplinary rules regarding punctuality, regularity, respect for teachers, concern for the welfare of the college is to be carefully maintained. Respect for one's property as per as for that of the college and for the things belonging to others is a mark of a well-bred and responsible student. Any damage caused to the college property either individually or collectively must be repaired. The principal may levy fine/ penalty on the individual or the group responsible for the damage.
- "Cleanliness is next to godliness". All students should come to college neat and tidy.
- The students must wear uniform dress on the days prescribed and compulsorily wear students id-card within the college campus.
- 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.
- There will a union body of the students to be constituted on selection basis



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for the welfare and development of the college and unity and security of all students for a period of one year headed by the principal as president and vice-principal/Academic In charge as vice president.

- The post of General Secretary is reserved for the deputed teacher to be selected by the students however Principal/Vice Principal reserves the right of expulsion/ termination/ reshuffle of union as and when needed.
- The Union body will give active participation and cooperation in the celebration of National important days.
- There will be cleanliness drive on last part of every month to be conducted by the Union Body for the purpose of maintaining neat and cleanliness and hygienic environment inside college campus and outside the college campus when needed.
- Smoking, drinking alcoholic beverages and intoxicating drinks by the trainees within the college campus are strictly prohibited.
- No students of this college shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to fee, exam, activities and admission. violation of the above-mentioned rules is liable to disciplinary action.



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TEACHERS CODE OF CONDUCT

On behalf of the teaching profession, the Mar Baselios college of education sets out the following standards that apply to all registered teachers regardless of their position.

Professional Values and Relationships

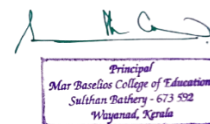
Teachers should:

- Be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development
- Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, and ethnicity.
- Seek to develop positive relationships with pupils/students, colleagues, parents, school management and others in the school community, that are characterized by professional integrity and judgement
- Work to establish and maintain a culture of mutual trust and respect in their schools.

Professional Integrity

Teachers should:

- Act with honesty and integrity in all aspects of their work
- Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
- Represent themselves, their professional status, qualifications and experience honestly



- Use their name/names as set out in the Register of Teachers, in the course of their professional duties
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

Professional Conduct

Teachers should:

- Uphold the reputation and standing of the profession
- Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare
- Work within the framework of relevant legislation and regulations
- Comply with agreed national and school policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection
- Report, where appropriate, incidents or matters which impact on pupil/student welfare
- Communicate effectively with pupils/students, colleagues, parents, school management and others in the school community in a manner that is professional, collaborative and supportive, and based on trust and respect
- Ensure that any communication with pupils/ students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites
- Ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or another format
- Ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or another format




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Code of conduct for non-teaching staff

- All the non-teaching staff are not allowed to leave the college campus during the working hours unless permitted by the principal
- Working hours for non-teaching staff is from 9.00 am to 5 .00 pm
- They should adhere strictly to the laws and regulations of the college
- They should deal with students, staffs and colleagues with respect and courtesy.
- They should maintain honesty, discipline, fairness and justice in their official duties.
- They should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section
- Strict action will be taken if any file is delayed purposefully.




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