

MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES

Motiwala Nagar, Gangapur -Satpur link Road, Nasik. Recognised by the

Government of Maharashtra and affiliated by SPPU and Recognised by NCTE New Delhi

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STUDENTS/ FACULTY / NON TEACHING STAFF / PRINCIPAL CODE OF CONDUCT

<u>COMMITTEE MEMBERS FOR CODE OF CONDUCT & COLLEGE MONITORING COMMITTEE</u>	
Dr.F.F.Motiwala	Trust chairman
Mr. Sumit Singh	Trust Supertendent
Dr. Swapnil Nirmal	Principal
Dr. Sunita Awandakar	Member
Mr. Mahendra Gaikwad	Member
Mrs. Neelima Deore	Member
Mrs. Bharti Malik	Member

INTRODUCTION:

The Code of Conduct for Students, teaching & non-teaching staff has been

Created with a well-defined declaration of the institution's norms from

Students in respect of academic conduct and personal behaviour. It aims to cover the

Interdependent duties, rights and responsibilities of teachers and students. In addition,

It aims to encourage timely reflection and considerate response to ethical concerns.

These are the helpful principles of Code of Ethics for students. Because a person with reality is totally honest and truthful in every part of their life. Students with honour and honesty earn their degrees in a fair and honest way and Is will also guide the student in the way so that he/she will be helpful later in life. The Code of Ethical Conduct for Students defines institutional rights and Responsibilities. And these form the basis of the Relationship between faculty, administrative staff and students.

CODE OF CONDUCT FOR STUDENTS

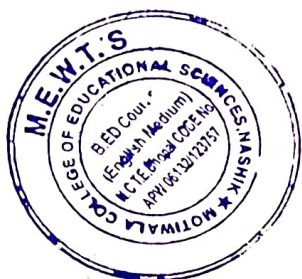
All students are required to fulfil with the requirements set down in this Code of Conduct.

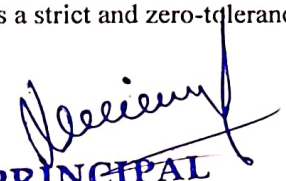
1. RESPONSIBILITIES TOWARDS TEACHERS: To develop a perfect unity within the institution students have certain gratitude towards their teachers. it is important that students submit all their assignments on time so that the teachers can carry out their assessment.

2. PUNCTUALITY: It is an importance aspect of time management and shows the respect

One has towards other people's time.

3. DISCRIMINATION AND RAGGING: our B.Ed college has a strict and zero-tolerance policy




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Towards ragging. It helps and adheres to the Anti-Ragging efforts laid down by the Central Gov. and University and the college anti ragging committee is responsible to Ensure that ragging does not take place in any form or manner.

Any sort of discrimination or a difference in between two persons is Neither accepted nor practiced in this B.Ed College.

This is mandatory that Students and their guardians treat all college employees, Honorary appointees, consultants, volunteers any other members of the student and Other students with respect, pride, fairness, politeness and sympathy and Maintain a cooperative and collective approach to interpersonal relationships at All times.

In case of ragging as per the Directions of Honourable Supreme court of India.

MAHARASHTRA ACT No XXXII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)


Penalty for the culprit will be the following:

- I) Cancellation of admission and also termination from taking admission in any Institution in India.
- ii) Suspension from attending classes. Withholding/ Withdrawing scholarship / Fellowship and other benefits.
- iii) Refusing from appearing in any test/examination or other evaluation process.
- iv) With holding results. Suspension / expulsion from t

Attendance Policy for Students

1. It is expected that students should come 15 minutes earlier of the schedule of first lecture and be there up to the end of the last lecture.
2. If student comes late, then corresponding late mark should be made, however she should be allowed to get in class and presence be marked. (This will help to avoid uncontrolled confrontation at the gate and undue loitering of student outside). This should be followed by due counselling by the class teacher and mentor to reduce the possibility of the student coming late, and to decide genuineness to continue allowance to the student to attend class next time when she comes late again.
3. In case of persistent late coming, the parents should be taken in a loop to improve attendance, and further action (case specific) be initiated by the class teacher with the consent of the Principal.
4. It is mandatory for the students to have attendance in scheduled classes beyond prescribed limit of 85%. In case, if student cannot attend classes, she should communicate (by mail /written application in advance) withthe class teacher to get leave of absence, and be recorded which can be considered to waive deficit in attendance in genuine cases, by the Principal. The upper limit of 10 days per semester should be set for granting such leave of absence.
5. The monitoring of attendance is started from the beginning of the college.
6. At the end of each month the attendance report is displayed, and given to




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the mentor teacher. Students having 100 percentage attendance be appreciated 7. For monitoring attendance of students, 90% should be considered as the reference. Counselling should be the mode of action till the attendance is between 85 and 90%.

8. If the attendance is less than 85% for 3 continuous months parents are involved and written letter is also issued.

9. If the situation does not improve after warning letter, the case should be by the class teacher with the Principal for case specific resolution.

Following are the suggestive actions:

a. Student can be given home assignment to confirm understanding of the course missed during her absence. Satisfactory compliance by the student can be considered for waiving relative shortfall in attendance.

b. Admission status can be suspended for short duration, which can be revoked if student completes home assignment to the satisfaction of the subject/class teacher.

c. In the worst case, either parents may be asked to apply for withdrawal of admission, or Principal may cancel admission having followed relative statutory provisions. This stage should be finished before the second term starts or before filling the examination form of respective University, whichever is earlier.

RESPONSIBILITIES TOWARDS TEACHERS:

1. Respect
2. Obedience
3. Honesty
4. Goodness
5. Gratitude

4. DRESS CODE:-

The institution has a 'college uniform' that has to be worn by all students as per the

Laid down instructions. All students are expected to be suitably dressed at all times

Appropriate to a B.Ed college. The dress code of the students at

The dress code is enforced so as to bring about a uniformity, prevent separatism and

Divisive attitude amongst students with respect to race, caste, religion or nationality.

Hence is a compulsory requirement of admission to the institute.

Wear proper uniform as per instruction of college and no modification required.

In case of any Problem contact the management of our College.

5. CARE OF COLLEGE INFRASTRUCTURE AND ENVIRONMENT:

It is important duty of students to respect and take care of the college premises.

The students are restricted for damaging or degrading the college

Infrastructure. Appropriate fines or repair costs may be imposed on the student or students if they are Found shamefaced for damage to property or surroundings.

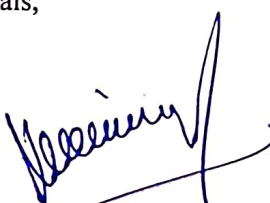
Students should maintain general cleanliness of their surroundings both in college

And the hostels. Smoking is not allowed in campus. Chewing of gutka or any tobacco products or any

Intoxicating or addictive products are banned by law in public places and the college

Premises as well. Student should take care of laboratories, lab materials,




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Laboratory equipment, computers or technical equipment while using it. Which is part of their Learning process. Due care and precaution should be taken to avoid damage to these Equipment or they can be penalized as per the rules laid by the institute.

Disfiguring the walls, doors or windows or other surfaces, boards, furniture with Graffiti, engraving, stickers or scribbling etc. are strictly prohibited.

Use of Mobile Phone restricted in the College Campus; Stern action will be taken for Violation as per institute laid rules.

No one can distribute or circulate any notice, pamphlet, leaflet etc. within the Campus and shall exhibit any type of banners, flags, posters, etc. without the prior Permission from the Principal.

Students shall only use the dust bins for disposing waste materials in classrooms And the college.

Students should keep campus free from plastic and other litter.

CAMPUS:

1. B.Ed campus is a no honking zone.
2. No entry for Automobile in a specified area.
3. Parking shall be done on the parking area only.
- 4 Entry for bike riders without proper use of head gears / Helmet is restrict.
5. Battery powered vehicles and cycles has reserved parking.
6. Use pedestrian friendly pathway.
7. No photography is permitted on the campus without permission.
8. Students are not allowed to loiter in the college corridor and in the campus area. They are not allowed to sit on stair case. They should be sitting in the class room if The lecturer is late for lectures.
9. Students have to park their vehicles in parking zone only.


6. DISCIPLINE OUTSIDE THE INSTITUTE:

Students who participate in activities outside the campus area must behave in a manner with their role As a representative / brand Ambassador of the college.

7. I-CARD:

Each student must display their college I-card by prominently hanging it around Their neck each day in the college campus area and while appearing for examinations. Failure to do so is punishable by fine.




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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 along With the Library card.

The students should switch off their mobile phones while in the college premises.
Strict action will be taken for violation as per institute allotted rules.
Mobile phone is strictly prohibited in the exam hall during the examination.

Students should have at least 80% attendance in the lectures of every subject.
If caught irregular in attendance, disciplinary action will be taken them.
Students will not be allowed to remain absent for any internal
Examination conducted by the institute or continuous assessment conducted by
Faculty in class.

MISCONDUCT

I) CHEATING: (Cheating includes, but is not limited to)

- a) Copying during examinations, practicals, lessons.
- b) Allowing or permitting copying, or writing a report or taking examination For someone else.
- c) Creating sources, or award that do not exist.
- d) Altering previously evaluated and re-submitting the work for re-evaluation.
- e) Signing another student's name on practical, journals, report, or attendance sheet

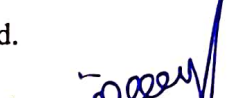
- Candidates should be on their seats 30 minutes before the prescribed time.
- Before entering the examination hall, books, notes and paper should be left

➤ No communications whatever between candidates are permitted. Keeping of any incriminating written /printed/Xerox material, writing on any part of the body or dress, calculator, cell phones, pager, digital diaries to totally prohibited.



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totally prohibited.



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Malpractice of any nature is punishable as per College rules.

➤ Any student teacher found guilty of making any objectionable or improper remarks on his/her answer papers will be referred to the principal for such action as may deem fit.

➤ No candidate shall be allowed appear the examination hall after the scheduled commencement of the examination.

University examinations:

- Student teachers should take off the electronic devices such as calculators, digital diary, mobile phone, pager or any other communication devices before entering the examination hall.
- Students have to handover the answer booklets before leaving the

Examination hall.

- Students is not allowed to scribble anything on the Hall Ticket.
- No students should enter the examination hall after the expiry of thirty.

Minutes from the commencement of examination and leave the examination

Hall before the expiry of one hour from the commencement of the Examination.

- No candidates should wear shoes and socks.
- Over and above, every candidates shall be bound by the instructions laid

Down in the Hall tickets/Answer books by the university or those given by the

Invigilators then and there

12. ACADEMIC MISCONDUCT:

Academic Misconduct means copying, malpractice, cheating on assignments or Examinations.

a) Copying during examinations, and copying term papers, theses or manuscripts.

b) Allowing or facilitating copying.

c) Using unauthorized material, copying, borrowing papers or material from Various sources.

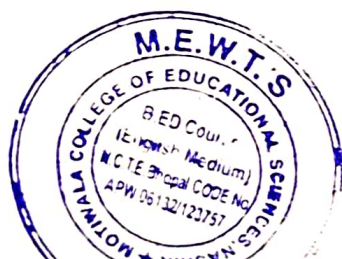
d) Fabricating or manipulating data and reporting them in thesis and Publications.


e) Creating sources or citations that do not exist.

f) Altering previously evaluated and re-submitting the work for re-evaluation

g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

PUNISHMENT AND PENALTIES




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One or more of the following actions may be taken when a student has been found To have violated the student code of conduct:

1. **Warning:** A written letter of reprimand resulting from a student's misconduct.
2. **Suspension:** Suspension is a sanction that terminates the student's enrolment at The College campus for a specified period of time.
3. **Monetary Fines:** Monetary Fines is a sanction in which a student is required to Deposit amount as penalty or any amount deposited by him is forfeited or adjusted, Resulting from misconduct. It also includes compensation which means making Compensation for loss, injury, or damage.
4. **Confiscation:** Confiscation means confiscation of goods used or possessed in Violation of college regulations.
5. **Dismissal:** Dismissal is a sanction which permanently separates a student from The college campus.
8. **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority as per the rules and regulation laid by the committee.

DREESS CODE:

- Common to both Male and Female Students:
- All students should be dressed neatly.
- Each student should have an identity card and same as applicable to B.Ed students.
- No bracelets should worn on the wrist.
- Only a simple band ring can be worn..
- Should not wear jeans, baggies or T-shirts.

Male Student:

- Should wear formal trousers with full sleeves formal shirt.
- Should not wear jeans, baggies or T-shirts.
- Even the first button of the shirt should not be left open.
- Executive shoes should be used. Chapels, slippers or sports shoes are banned.
- Should keep their faces neatly shaved and hair on scalp should be trimmed and

Combed.

Female student:

- Should wear decent sarees.
- No sleeveless clothes.




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- No sleepers are allowed
- Long nails with polish not allowed.
- Should not use jeans, baggies or T-shirts in the college campus.

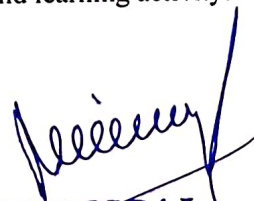
CODE OF ETHICAL CONDUCT FOR TEACHING FACULTY

- All faculty teachers should strictly adhere to legitimate academic and administrative Decisions taken by the authorities of the college pertaining to their sphere of Responsibility/duties.
- No faculty shall discriminate against a student on political grounds for reasons of Race, religion, caste, language or sex or for other reason of an arbitrary or personal Nature and shall not incite students/teachers against other students or other teachers, Colleagues or administration/Governing body of the college.
- A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
- All faculties should ensure that they should not misuse the facilities or forum of the college.
- A teacher shall not make use of the resources and/or facilities of the Department or College for personal, commercial, political or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately favour, Discriminate or victimize a student on any grounds.
- A teacher shall not indulge in or resort to directly or indirectly any malpractice or Unfair means in teaching/examination/ administration. Any faculty member found guilty Of contravening this Code of Ethical Conduct for Students and Faculty shall, after Following the due procedure laid down in this regard, be liable for the appropriate Penalties as specified by enactments/regulations/ guidelines for the time being in force.

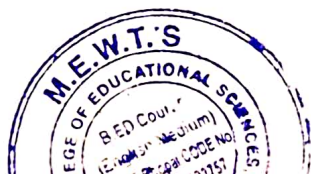
Duties and Responsibilities of Teaching Faculty

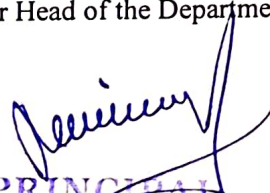
- Duties and responsibilities assigned by the Head of the Department time to time Must be carried out.
- Freedom to the individual faculty to plan and schedule teaching and learning activity.
- Prepare Lecture Plan/ Learning materials.




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4. Assigned works must be completed within the time schedule.
5. Encourage the students to participate curricular, co-curricular and extension Activities of the Department/institution.
6. Monitor the achievements of the students with respect to the instructional Objectives and course objectives.
7. Monitor and supervise the performance of the students in practical session and Skill oriented classes. Proper instructions and assistance should be provided for the Completion of projects.
8. Members of the faculty should update their knowledge and skill by attending Seminars, symposia and workshop.
9. Members of the faculty should publish articles in Journals, book publication and Her knowledge dissemination process like editorial, reviews, chapter.
10. Contributions and articles in health related magazines.
11. Should be actively involved in research activities in the campus.
12. Members of the faculty must apply for funded projects in their area of specialisation.
13. ICT enabled teaching -learning method must be adopted in the class room.
14. Members of the faculty must ensure the participation and involvement of every student in teaching-learning process.
15. Assignments submitted by the students should be evaluated in time and feedback Is to be provided to the students.
16. Group activity and student centred teaching approaches are to be followed in the Classroom. Seminars, discussion and case analysis should be common practice.
17. Individual care to the students are to be provided in the class room, individual Strength and weakness of the students are to be identified and corrective measures Are to be undertaken in consultation with other members of the staff wherever Necessary.
18. Having contact with parents.
19. Transparency in evaluation is to be maintained.
20. Employment and higher educational opportunities to graduate students are to be Informed.
21. Importance must be provided for skill and personality development of the students.
22. Responsibilities like program co-ordinator, teacher-in-charge, mentor and other leadership roles are to be accepted voluntarily either from the head of the institution or Head of the Department.




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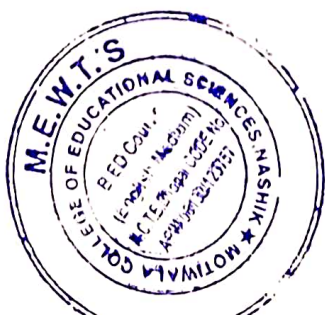
23. Duties assigned by the evaluation cell of the institution must be adhered.
24. The Faculty Member should come to the college at least 5 minutes before the commencement of duty hours.

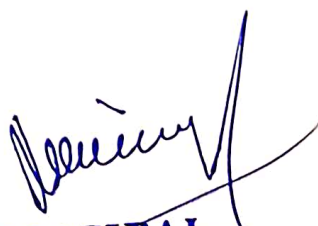
DEPARTMENT

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal Activities,
- The teaching load will be allotted by the HOD after taking into account the
- Faculty Member's interests in addition to the teaching, the Faculty Member Should take additional Responsibilities as assigned by HOD / Principal in Academic, co-curricular or extra- curricular activities.
- Every Faculty Member must give seminar on some topic at least once in each Semester to other faculty members.
- Every Faculty Member should maintain student's attendance records and the Absentees roll number should be noted everyday in the Attendance Register Maintained in the Department.
- Whenever a Faculty Member intends to take leave, the Faculty Member should Bet the leave sanctioned in advance and with proper alternate arrangements made for class / Practical / invigilation. In case of emergency, the HOD or the Associate Professor must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should make he / herself presentable.

CLASSROOM TEACHING

- Once the subject is allotted the Faculty Member should prepare the lecture Hour wise lesson plan.
- The Faculty Member should get the lesson plan - approved by HOD and
- The Faculty Member's Daily diary/ Calendar must be regularly updated.
- The Faculty Member should not dictate the notes in the class.
- The Faculty Member should engage the full 45 minutes and should not leave the Class early.




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Previous lecture, tell topic of study in another 2 minutes, then explain the lecture
Well up to 40 minutes and in the last 3 minutes conclude and say what we will
Learn in the next class.

- The Faculty of Member should be presentable in the lecture.
- Should practice/rehearse the lecture well before going to the class
- The Faculty Member should make use of PowerPoint Presentation, Models

etc., as teaching aids. The Faculty Member should encourage students

Asking doubts /questions and motivate them.

- The Faculty Member should get the feedback from students and act /

Adjust the teaching appropriately.

- The Faculty Member should take care of slow learners students and pay special

Attention to their needs in special classes.

- In problem oriented students, regular tutorials have to be conducted.
- The Faculty Member should sign in the class attendance every day after he /she

Finishes the lecture.

- The Faculty Member should make himself / herself available for doubt

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- The Faculty Member should go to the class at least 5 minutes before and enter

the class without delay when the bell rings.

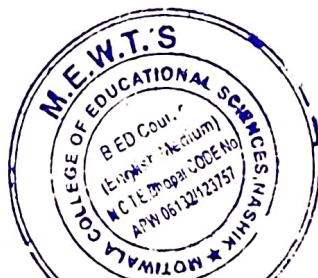
- The Faculty Member should motivate the students and bring out the creativity
- Originality in the students.
- As soon as the Faculty Member enters the class, he/she should take attendance.
- The Faculty Member should be strict but not harsh. Never use harsh words,


which would hurt the feeling of the students.

Roles and Responsibilities of U.G. Co-ordinator

U.G. Co-ordinator is a faculty appointed by the Principal for effective implementation of academic activities and co-ordinate various departmental activities for the specific course in a planned systematic manner. The curricular and co-curricular activities of the course are designed by the co-ordinate by keeping the instructional and institutional goals. Academic co-ordinator is a key leader. They are expected to show initiative, be a visible presence, and be exemplary communicators between faculty and students. They are responsible for effective curriculum implementation

1. Monitoring the academic progress of the departments.
2. Regular meetings with HODs for preparation and effective implementation of Curriculum.
3. Development and attainment of program out comes, program specific outcomes and course outcomes.

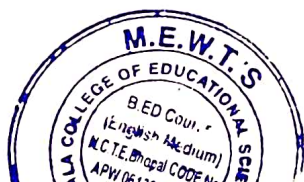



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4. identifying infrastructure and learning resources for effective implementation of program and representing the same to the head of the institution.
5. implementing student centric methods in teaching learning process, such as experimental learning, participative learning and problem solving methodologies for enhancing learning experiences.
6. To be an active member of academic committee.
7. Assisting in preparation of academic calendar.
8. Approving the internal assessment marks for all students in all classes.
9. Monitoring the students' feedback.
10. Maintenance of student's discipline in the campus.

Roles and Responsibilities of Head of the department

1. Head of the Department must be aware of latest amendments of CCH and changes Made in the University curriculum time to time.
2. Departmental meeting must be convened at least once in a month and the minutes For the same should be maintained.
3. Revision of curriculum and changes in the examination pattern must be discussed
4. In their departmental meetings and the positive recommendations if any should be Represented to the appropriate forum.
5. Allocation of subjects/units to the individual faculty well in advance before the Commencement of the academic program without any partiality.
6. Departmental vision and mission must be stated and exhibited in the department In such a way that motivates the faculty and others.
7. .Departmental time table should be prepared as per the guidelines received f The Principal in consultation with U.G Co-ordinator and the academic co-ordin Concerned.
8. Teaching plan for the individual faculty must be collected periodically and it should Be properly maintained, the ICT enabled classes and its resources must be maintained in the register.
9. Motivation and encouragement of the faculty to acquiring latest trends and skills in Their respective areas and professional development.
10. Research culture must be established in the department and basic requirements for conducting research must be provided.
11. All the communications and requirements from the department must be through



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- proper channel (individual faculty to Head, Head to appropriate forum).
- 12.. Monitor the progress of the departmental activities continuously.
 13. Registers maintained by the respective class teachers are monitored and submitted To before the concerned in time.
 14. Effectively coordinate and organize extension activities at department level And institutional level.
 15. Observe the dress code prescribed for the students, staff and other non-teaching Professionals.
 16. Collects students feedback on curriculum, individual teachers of the department And institutional facilities must be collected in a standard format and it must be Analysed objectively with the help of IQAC. The feedbacks are to be discussed.
 17. Individual lagging if any must be informed positively to the concerned individual in The presence of senior faculty/Principal.
 18. Encouraged to conduct peer evaluation of teachers.
 19. Attendance of the students and their academic achievement should be informed to The parents periodically with the help of academic-co-ordinators. Proper counselling Is to be provided for those who are irregular in class.
 20. Practice of documentation of all departmental activities both curricular and co-Curricular activities are to be monitored.

CODE OF CONDUCT FOR NON-TEACHING STAFF:

Non-teaching Staff should abide by the guidelines laid down by the committee of Code of conduct.

1. Every staff employed in the institute shall discharge his/her duties efficiently and Diligently and shall conform to the rules and regulations.
2. They shall maintain punctuality.
3. They shall attend the students' grievances and act immediately.
4. Staff must maintain an impeccable standard of integrity in their entire professional Relationships.
5. They shall not conduct any activity which will damage the image of the institution.
6. They shall respect Principal and teaching staff.



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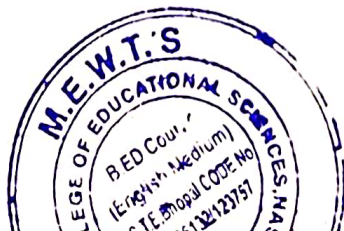
7. They shall maintain the decorum of the college.
8. They shall not indulge in anti-social, anti-environmental activities.
9. The Staff should avoid words and deeds that might bring the Institute into disrepute or might undermine colleagues in the perception of others.
10. They shall support Principal in all the administrative work.


CODE OF CONDUCT FOR PRINCIPAL.

Principal of any institution is a Patron, custodian, supervisor, teacher, and Administrator, guide and so on and plays a Code of Conduct for teaching & Non-Teaching staff - Handbook pivotal role in the inclusive development of the Institution. He has a greater responsibility than any other staff. As an academic And administrative Head of the institution. Principal is liable to follow certain code Of ethics in his conduct.

1. The Principal should ensure that the development plans of the College, both long-Term and short-term, with respect to the academic programs are duly processed And implemented through relevant authorities, bodies, committees and its Members.
2. It is the responsibility of the Principal to ensure that observance of the acts, Statutes, ordinances, regulations, rules and other orders issued there under by The University authorities, other regulatory bodies and the Management, from Time to time.
3. The Principal has to assure the competence and effectiveness in the whole of Administrative plans and assignments. Administration of the academic programs of The College as well the general administration of the College has to be under the preview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and Resolving all issues concerned with the stakeholder of education.
5. The Principal has the responsibility to ensure that ample importance is given to the Gender sensitivity measures in all the activities of the College.

VISITORS CODE OF CONDUCT




PRINCIPAL
Motiwala College of Educational
Sciences, Nashik

The Code of Conduct for Visitors, Guests, and Volunteers MOTIWALA COLLEGE of EDUCATIONAL SCIENCES is designed to promote and preserve a safe environment for all who come to the college. Visitors and guests are subject to state laws, municipal corporation laws and policies, procedures, rules, and regulations of the College. Visitors, guests, and volunteers are expected to act responsibly and respect the rights of the College.

1. Persons who, by their actions on College premises, violate their status as invited Visitors, guests, or volunteers are subject to disciplinary action by the College and/or Law Enforcement.

2. Certain criminal, civil offenses or other behaviour may by their very nature pose a Serious and substantial danger to the College. Violations of laws, ordinances, policies, Rules, procedures, and regulations will subject the violator to appropriate criminal, civil Action, or restrictions.

3. Visitors, guests, and volunteers are responsible for exercising their right of personal Expression in a manner that is not disruptive or defamatory

4. The Code of Conduct for Visitors, Guests, and Volunteers addresses behavioural Actions. The College reserves the right to take criminal and civil action against visitors, guests, and volunteers for misconduct.

5. No smoking is permitted on campus.

6. Chewing of gutka or any tobacco products or any intoxicating or addictive products are banned by law in public places and the college premises as well.

7. No one shall distribute or circulate any notice, pamphlet, leaflet etc. within the campus and shall exhibit any type of banners, flags, posters, etc. without the prior sanction from the Principal.

CAMPUS:

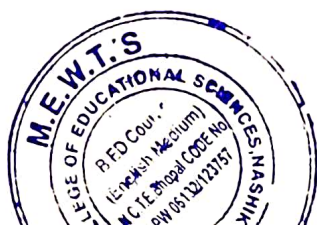
- No honking zone.
- Restricted entry for automobile.
- Parking shall be done on the specified place only.
- No entry for bike riders.
- Ban on plastic use in the campus.
- No photography is permitted on the campus without permission.
- Save water and conserve water.



Principal

Dr. Swapnil Nirmal

Motiwala college of Educational sciences
Nashik.



PRINCIPAL
Motiwala College of Educational